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MANAGEMENT PRACTICES OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY

REPORT

BY THE

COMMITTEE ON SCIENCE AND TECHNOLOGY

JULY 25, 1985.—Committed to the Committee of the Whole House on the State of the Union and ordered to be printed

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LETTER OF SUBMITTAL

U.S. House of Representatives,
Washington, DC, July 25, 1985.

Hon. Thomas P. O'Neill, Jr.,
The Speaker, U.S. House of Representatives, Washington, DC.

Dear Mr. Speaker: By direction of the Committee on Science and Technology, I submit herewith the Committee's report to the 99th Congress. The Committee's report is based on an investigative study made by its Investigations and Oversight Subcommittee.

Sincerely,

Don Fuqua, *Chairman.*

Enclosure.

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99TH CONGRESS
1st Session

SENATE

REPORT
99-227

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Mr. FUQUA, from the Committee on Science and Technology, submitted the following

REPORT

I. BACKGROUND

The Federal Emergency Management Agency (FEMA) was established in April 1979 as an independent agency in the Executive Branch.[1] It was created by combining components of five separate agencies, with the goal of providing a single point of contact for all Federal emergency planning and response activities. Its current director, Louis O. Giuffrida, was appointed by President Reagan and confirmed by the Senate in May of 1981.

One of FEMA's five program offices[2] is the Training and Fire Program Directorate, which was headed by Fred J. Villella, during the period relevant to this report. Villella assumed the position in June of 1981, following Presidential appointment and Senate confirmation. Villella resigned on August 3, 1984.

The Training and Fire Program Director provides training and education programs primarily through a resident program at a central campus facility, the National Emergency Training Center (NETC). NETC is located on the site of the former St. Joseph's College in Emmitsburg, Maryland, approximately 60 miles north of Washington, D.C., between Frederick, Maryland, and Gettysburg, Pennsylvania.

Training at NETC is conducted through FEMA's National Fire Academy and Emergency Management Institute. The Academy provides training and fire prevention management, fire prevention and loss control, and fire service technology; the Institute provides training in the areas of national security, technological and natural hazards, and emergency processes.

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[1] Reorganization Plan of 1978, Executive Order 12127, effective April 1, 1979; and Executive Order 12148, effective July 15, 1979.

[2] See organization chart, Appendix A to this report.

II. Scope of the Investigation

In February 1984, allegations of questionable activities by the head of NETC were made to the personal office of the then Chairman of the Subcommittee on Investigations and Oversight. The Chairman, now Senator Albert Gore, Jr.,[3] requested that the General Accounting Office (GAO) conduct a preliminary inquiry into the allegations.

As a result of GAO's initial findings, the Chairman asked the agency to continue its investigation in two specific areas: (a) renovation work on a building on the NETC campus; and (b) misuse of Government vehicles by the head of NETC.

At the same time, the Chairman directed the Subcommittee staff to begin its own, broader investigation into other allegations concerning questionable activities at FEMA which had been received by the staff.

In addition, the Subcommittee learned of yet another investigation into alleged improprieties at FEMA, this investigation being conducted by the Inspector General (IG) of FEMA. This investigation was ordered by Giuffrida based upon a complaint of Donna Darlington, a FEMA contracting officer and an agency whistleblower. The IG's investigation covered many of the same areas of inquiry examined by the Subcommittee. The IG issued its initial internal report on, "FEMA Management—Various Levels," on July 18, 1984.[4]

During the course of the Subcommittee's investigation, the staff reviewed hundreds of documents, and conducted extensive interviews with both current and former FEMA employees and contract personnel. A total of fifty-five individuals were subpoenaed to testify before the Subcommittee, pursuant to subpoenas issued on August 1, 1984, and October 9, 1984. In addition, on October 4, 1984, the Subcommittee issued a subpoena for the production of documents, which FEMA had refused to supply voluntarily to the Subcommittee. Three hearings and five Subcommittee meetings were held on the subject, spanning two Congresses.

Finally, because of the wide range of allegations which surfaced during the Subcommittee's investigation, other government agencies, including the U.S. Department of Justice, began separate inquiries. To avoid any conflict with these parallel investigations, the Subcommittee deliberately did not pursue issues touching upon national security or on any matters whose disclosure might adversely affect the prosecution of criminal violations.

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[3] Congressman Harold L. Volkmer succeeded Gore as Chairman in the 99th Congress.

[4] "Oversight: Federal Emergency Management Agency"; Hearings and Meetings of the Subcommittee on Investigations and Oversight of the Committee on Science and Technology, U.S. House of Representatives, 98th Congress, Second Session, August 1; October 4, 5, 9, 24; December 12, 1984, Serial 98–148, Volume I (hereinafter cited as *Hearings I*) at 176.

III. INTRODUCTION TO THE REPORT

The report is divided into the six major issues which were covered during the Subcommittee's hearings. Each issue is discussed, with citations to testimony and documents received. At the conclusion of discussion of each of the major issues, the Subcommittee's findings and recommendations with regard to those issues are presented. In addition, the report details conflicts in sworn testimony received by the Subcommittee.

The report addresses only the major issues covered during the Subcommittee's hearings, and is based on testimony at the hearings and supporting documents. In a few instances, follow-up telephone interviews were conducted to clarify minor points only. These clarifications are so noted.

IV. ISSUES AND FINDINGS

A. RENOVATION OF BUILDING AT NETC

The Subcommittee received and investigated allegations that a building on the campus of NETC was renovated to provide luxury quarters for a FEMA official, and that standard administrative procedures for government contract work had not been followed. Since considerable time was spent during the hearings on these issues, they necessarily will be discussed in detail. All documents referred to in this section are found in Appendix B to the report.

1. *Background on the Renovation.*—FEMA has undertaken a number of renovation projects at NETC, (formerly St. Joseph's College), since it was purchased by the Federal Government in 1979. The planned revovations generally were designed to upgrade the college dormitories and to provide adequate accommodations for federal, state, and local officials who attend one- to two-week training courses on the campus.

Building G is a two-story brick structure built in 1948. The first floor of the building was once used by St. Joseph's as home economic classrooms. The second floor contained seven rooms and served as a private residence for the Mother Superior.

On August 31, 1983, FEMA competitively awarded a firm, fixed-price contract to David Contractors for the purpose of converting the building into a 15-room dormitory at a cost of $197,777. However, between September 30, 1983 and March 5, 1984, the contract was modified five times and the cost increased by about 85% to $366,936.[5]

The five modifications essentially reduced the number of bedrooms and adjoining private bathrooms from 15 to 12, increased the size and improved the quality of several of the bedrooms and bathrooms; and provided for a fire alarm and sprinkler system.

In addition, a social room with wet bar on the first floor was substituted for one of the bedrooms. On the second floor, modifications included installation of a complete kitchen with a fire suppression system. Other changes on the second floor included the addition of a working fireplace, a window seat, a copper-lined planter, and a Murphy bed.

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[5] A sixth and final modification was made to the contract on October 15, 1984, bringing the final cost of the renovation work to $368,144. However, since it was not included in GAO's review or testimony, it will not be discussed here.

The renovations were begun in September 1983 and the work was originally to have been completed by January 1984. However, as a result of the contract modifications, final acceptance of the building by FEMA was not made until December 7, 1984.

Today, Building G contains eight bedrooms and a social room on the first floor, with four bedrooms and private baths, a conference room, and a complete kitchen on the second floor. The renovated first floor was first used on October 13, 1984, with second floor occupancy beginning on March 6, 1985. The kitchen on the second floor has never been used.[6] As renovated, the second floor is self-contained, and cannot be reached from the first floor for use by first floor occupants. It can only be reached via private entrance to the second floor.

2. *Discussion of Issue No. 1: Intended Use of the Building.*—The Subcommittee received and investigated allegations that the intended use of Building G was changed from dormitory quarters to dormitory quarters plus luxury quarters to serve as a residence for government personnel. GAO testified that the need for changes in the contract "appeared to be related to the intended use of Building G, and the intended use was a matter subject to differing explanations by the FEMA officials with whom we spoke and the documents we reviewed."[7]

According to GAO, five possible uses of the renovated Building G were offered by FEMA officials at various times: (1) student rooms; (2) temporary quarters for VIP guests: (3) executive quality student rooms with space for working dinners and cocktail parties; (4) quarters to support a classified mission at the training center; and (5) a residence for the director of the training center. GAO witnesses testified that they were unable to resolve the question of the intended use of the building.[8] During the hearings, two additional possible uses for the building were suggested: (6) a residence for Villella, then director of the building training center, and (7) a residence for Giuffrida.

A discussion of each of these possible uses follows:

(a) *Student rooms.*—This was the original, stated purpose on the FEMA Requisition and Commitment for Services and Supplies Form, initiated on June 10, 1983, and approved by Villella.[9] All of the witnesses confirmed that this was the original intent for the building renovation.

(b) *Temporary quarters for VIP guests.*—According to GAO's prepared testimony, this notation was found on the blueprints for the project dated May 26, 1983.[10] The renovation contract was based on the blueprints. This description was also used in an undated document entitled "Directions from FEMA Director" (hereinafter cited as "Director's Directions") which Frank Payne, Villella's Deputy, referred to at the March 4 hearing and subsequently supplied to the Subcommittee.[11] The first line of that document stated, "The Director of FEMA gave general guidance that 'G' building be renovated to provide quality accommodations for VIP visitors to the NETC campus."[12]

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[6] Staff telephone interview, May 20, 1985.

[7] *Hearings I, supra* note 4, at 6.

[8] *Ibid.* at 37.

[9] See Appendix B-1 to this report.

[10] *Hearings I, supra* note 4, at 24.

(c) *Executive quality student rooms with space for working dinners and cocktail parties.*—GAO's prepared testimony stated that this explanation was provided during interviews with FEMA officials.[13]

(d) *Quarters to support a classified mission at the training center.*—This suggestion was found in a memo dated January 28, 1984, five months after the contract was awarded. The memo was from Villella's Deputy Payne to Victor S. Buyny, Chief of Procurement at NETC and contracting officer for the renovation.

In that memo, Payne stated that, "The NETC campus has been assigned certain classified missions in the event of an emergency. In view of this decision, planning factors must now be considered to include appropriate modifications to previously approved renovation projects." [14]

A second reference to a classified mission appeared in the undated "Director's Directions". It stated, "Classified mission dictated that quality accommodations be available." [15]

Details of the alleged classified mission were not supplied.

(e) *Residence for the Director of the Training Center.*

(f) *Residence for Villella.*

These two proposals are discussed together, as Villella was the director of the training center at the time in question.

GAO testified that the possible use of the second floor as a residence for the director of the center was first offered by Villella in their interviews with him.[16]

During the hearings, both Villella and Giuffrida testified that they each believed that a permanent residence should be provided on campus for the head of the training center. Villella stated on this point, "I, for the longest time had felt that there should be a presence on that campus. . . . That campus needs to have someone in residence. . . . I said that I felt there needed to be a residence there, and that that building, in my judgment, was a good candidate." [17]

Giuffrida testified on the permanent residence at NETC: "It is my conviction, and I have been involved in running training programs for a long time, that the person responsible for running an operation on the order of magnitude that the Agency runs at Emmitsburg should live on campus." [18]

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[11] "Oversight: Federal Emergency Management Agency", Hearing of the Subcommittee on Investigations and Oversight of the Committee on Science and Technology, U.S. House of Representatives, 99th Congress, First Session, March 4, 1985; Serial 99-12, Volume II (hereinafter cited as *Hearings II), at 26.*

[12] *Ibid.*, and See Appendix B-2 to this report.

[13] *Hearings I, supra* note 4, at 25.

[14] See Appendix B-3 to this report.

[15] See Appendix B-2 to this report.

[16] *Hearings I, supra* note 4, at 35.

[17] *Ibid.* at 126.

[18] *Hearings II, supra* note 11, at 20.

Later in the hearing, Chairman Volkmer asked, ". . . I see here where you are saying originally that you wanted private quarters for the person who runs it." Giuffrida replied, "That is correct. And I still do, sir." [19]

While both officials agreed that a permanent residence was necessary for the NETC director, they disagreed on which building should be selected. Villella's choice was Building G, while Giuffrida favored another building, known as "the red barn".

Villella testified that Building G was ". . . in my judgment—the Director of the Agency does not agree with me—it was, in my judgment, a candidate for a residence." [20] Later, he added, "The red barn was recently stated by the Director of the Agency as another candidate site for a director's type residence." [21]

GAO's testimony confirmed this difference of opinion. The GAO witness stated, "Based on our interview with Mr. Villella, building G was indicated as a potential candidate for a residence. In our conversation with Mr. Giuffrida on July 19, he indicated to us that as a permanent residence, he was thinking about a red brick barn that is located on the facility and of converting that facility into a residence." [22]

However, despite Villella's favorable assessment of Building G as a residence, during the hearings both officials denied that this was the intended use of that building. Villella testified, ". . . the purpose for G building . . . the renovation was not for the purpose of making it a residence." [23] Giuffrida testified at a later hearing, "It was never the intent. It is still not the intent . . . to use the upper floor of building G as a private residence for any official of FEMA." [24]

However, a memorandum was introduced into the hearing record from General Counsel George Jett to Giuffrida on the subject of "Quarters for the Associate Director of Training and Education at the National Emergency Training Center (NETC)". Jett stated in that October 19, 1981 memo, "At a recent meeting with Fred Villella at NETC, I was informed that you were considering a recommendation from Mr. Villella for the restoration of a resident apartment at the NETC to be used by the Associate Director of Training and Education." [25] Jett's memo went on to discourage such use on legal grounds.

On this point, Villella repeatedly attempted to separate himself as an individual from the position he held as Associate Director of Training and Education. He stated that he "used the person who would stay in that set of quarters and me as two different people." [26]

According to Jett's memo, such housing could only be provided "when conditions of employment or availability of quarters warrant the action." The memo continued, "Since I do not believe that there is a shortage of private housing in the Emmitsburg area, you will have to make a determination that Government-provided housing quarters are necessary to the performance of the Associate Director's job . . .", and this determination could only be made "if quarters are directly related to performing the Associate Director's job in an efficient manner." Finally, Jett advised Giuffrida in the memo that if he did decide to provide such quarters, rent would have to be charged in accordance with provisions of the U.S. Code and an OMB Circular.[27]

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[19] *Ibid.* at 21.
[20] *Hearings I, supra* note 4, at 126.
[21] *Ibid.* at 128.
[22] *Ibid.* at 39.
[23] *Ibid.* at 165.
[24] *Hearings II, supra* note 11, at 19.
[25] *Hearings I, supra* note 4, at 51; and Appendix B-4 to this report.
[26] *Hearings I, supra* note 4, at 126.

In further discussion of the Jett memo during the hearings, together with a similar memo concerning Giuffrida which is discussed, below, Villella stated, "First of all, you have to accept when he says 'me,' just like I said 'the Associate Director,' that is not synonymous with me or you. . . . 'Me' and 'you,' as used in those memoranda, do not relate personally to Fred Villella or to L.O. Giuffrida; they relate to somewhere within the positions that those two individuals occupy, and in the image of a residence of someone who is the authority figures." [28]

Nevertheless, less than a month after Jett's memo, an entry appears on Giuffrida's calendar for November 10, 1981, captioned, "Jett-Villella Quarters".[29]

> (g) *Personal Residence for Giuffrida.*—This possibility was raised during the hearings as a result of a memorandum dated March 5, 1984 from Giuffrida to both Villella and Jett. The one-line memo asks, "Where are we on authorizing quarters for me on post at NETC-E and NETC-W?" [30]

According to testimony from all three parties to the memo, the "me" does not refer to an individual, but to a position. Giuffrida explained that the memo was intended to say, "[W]here are we on my request for the mechanism to establish quarters on campus for whoever is running the training facility?" [31] General Counsel Jett agreed with Giuffrida's explanation.[32]

Giuffrida then went on to say, "I tell you again that the word 'me' as I use it never as intended to suggest for me. I use that term on may package for it here." [33] Giuffrida further testified that, "It was never intended as a residence for me." [34] He repeated this denial several times during his appearance before the Subcommittee.[35]

3. *Discussion of Issue No. 2: Changes to the renovation contract.*—During the period of the renovation contract, numerous changes were made to the contract concerning renovation of the second floor of Building G. The Subcommittee received an investigated allegations that these changes altered the original stated purpose of the project, which was simply "to provide 15 student rooms" to provide instead luxury quarters.[36]

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[27] *Ibid.* at 51; and Appendix B-4 to this report.
[28] *Hearings I, supra* note 4, at 129-130.
[29] See Appendix B-5 to this report.
[30] *Hearings I, supra* note 4, at 76, and Appendix B-6 to this report.
[31] *Hearings II, supra* note 11, at 21.
[32] *Ibid.*
[33] *Ibid.* at 22.
[34] *Ibid.* at 24.
[35] *Ibid.* at 21, 23, and 29.
[36] See Appendix B-1 to this report.

The seven items [37] questioned by the Subcommittee were:

(a) the addition of a complete kitchen on the second floor, which was inaccessible to first floor occupants ($27,820.50);

(b) the upgrading of all bathrooms ($35,172.00);

(c) the installation of a working fireplace on the second floor ($2,111.32);

(d) the addition of a copper-lined custom planter on the second floor ($1,552.31);

(e) the addition of a Murphy bed on the second floor ($4,211.00);

(f) the addition of a custom window seat on the second floor ($1,982.30); and

(g) moving of a stand pipe and rerouting of a dry pipe system for aesthetic reasons ($4,634.83).

A review of documents pertaining to the contract show that all of the questioned items were initiated by either Mr. and/or Mrs. Villella or Mr. Giuffrida.

The first three questioned items (kitchen, bathroom upgrades, and fireplace) were requested by Villella less than three weeks after the contract was signed, according to a memorandum prepared by Robert Kemp, project officer for the renovation.[38] The memo described how the changes were given to Kemp by Frank Payne on September 27, 1983, three days after a Saturday tour of the second floor of Building G by Mr. and Mrs. Villella, accompanied by Payne and Kemp. These three changes were among those listed on the first modification to the contract (M001), signed September 30, 1983. The Memorandum of Negotiations concerning M001 stated, "The change orders issued were the result of design changes required by the Deputy Associate Director [Payne] and the Associate Director [Villella] of NETC." [39]

In the third amendment to the contract (M003) dated December 23, 1983, the fireplace was deleted as too costly, and the kitchen was deleted, "per Mr. Kemp's conversation with Mr. Payne." [40] However, the fireplace and kitchen were reinstated eleven days later, on January 4, 1984, during negotiations on the fourth modification (M004).[41]

Giuffrida's involvement in the seven questioned items came through the undated "Director's Directions" document.[42] At the March 4th hearing, Payne referred to this document as "some of the directions that I was present at the time that the director passed out pertaining to G building." [43] The changes questioned by the Subcommittee, with the exception of the custom window seat, all are mentioned in this document, including the three changes requested by Villella.

Although the "Director's Directions" document is undated, it can be assumed that it was prepared prior to November 21, 1983, since the first mention of these items appeared in a November 21, 1983 note written by project officer Kemp, captioned, "Meeting with Frank Payne. Change Orders: Bldg. 'G'." [44]

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[37] See Appendix B-8 and B-11 to this report for documentation of costs.
[38] See Appendix B-7 to this report.
[39] See Appendix B-8 to this report.
[40] *Ibid.*
[41] See Appendix B-9 and B-11 to this report.
[42] See Appendix B-2 to this report.
[43] *Hearings II, supra* note 11, at 25.

All of the seven questioned items were included in M004, officially signed on February 23, 1984.[45] The Memorandum of Negotiations accompanying M004 listed a total of 41 changes orders with the notation, "These proposed changes were a result of a management decision by the Associate Director [Villella] and Deputy Associate Director [Payne] for Training and Fire Programs." [46]

During the hearings, only the two most costly of the questioned items were discussed in detail: the kitchen and the upgrading of the bathrooms.

With regard to the kitchen, GAO testified that the total cost of the kitchen addition was $27,821.00,[47] and that the stove and accessories totalled approximately $11,100 installed.[48] However, Giuffrida disputed GAO's findings on both the overall cost of the kitchen and the specific cost of the stove. Giuffrida testified that the total cost of the kitchen was "about $16,000".[49] With regard to the stove and accessories, Giuffrida testified in one instance that the stove cost $1,200,[50] whereas on two other occasions he testified that the cost of the stove was $1,600.[51]

When the Chairman began to question Giuffrida about the "gourmet-type of kitchen facilities," Giuffrida replied, "That is not a gourmet kitchen; that is another misunderstanding. . . . The stove up at NETC costs $1,200. It is a standard commercial stove. The total cost of the kitchen was about $16,000." [52]

Later, the Chairman questioned Giuffrida about GAO's testimony on the stove, to which he responded, "I am afraid that the GAO figure was incorrect. Mr. Chairman, the cost of that stove was $1,600." [53]

A Subcommittee member suggested that the issue be "resolved by simply looking at purchase orders and so forth." [54]

A review of the three change orders on the kitchen [55] confirmed that GAO's testimony was correct. The total cost of the kitchen was $27,820.50.

The same change orders were reviewed for the cost of the stove. Although the range itself cost only $1,698.00, the stove's accessories (broiler, fire extinguisher, suppression systems, and crane rental) brought the total to $11,113.81, again confirming GAO's testimony.

With regard to the need for the addition of a kitchen, GAO testified that, "There is a dining hall facility at the center serving three meals a day. It is approximately, . . . a 3-minute to 5-minute walk from building G." [56] The Chairman questioned GAO on this point: "So at least one conclusion you could reach is that the cooking facility of the second floor there was intended for the people living in that self-contained unit on the second floor?" GAO responded, "That is correct." [57]

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[44] See Appendix B-10 to this report.
[45] See Appendix B-9 to this report.
[46] See Appendix B-11 to this report.
[47] *Hearings I, supra* note 4, at 34.
[48] *Ibid.* at 15.
[49] *Hearings II, supra*, note 11, at 108.
[50] *Ibid. I,* at 21.
[51] *Ibid.* at 22, 108.
[52] *Ibid.* at 21.
[53] *Ibid.* at 22.
[54] *Ibid.*
[55] See Appendix B-12 to this report.
[56] *Hearings I, supra* note 4, at 37.

Giuffrida's justification for the addition of a kitchen is contained in the undated "Director's Directions" paper. In that document, Giuffrida requests that "cooking and dining facilities should be available in G building for official functions, for use during 'down' time [8 holiday weeks] at the main dining facility, and for private VIP conferences." [58]

With regard to changes to the bathrooms, the renovations "increased the cost about $35,000," according to GAO.[59] This figure was not disputed at the hearings. These changes were described by GAO as "increase the size of bathrooms and showers, replace existing tile, install raised custom vanities, replace new fiberglass shower stalls and associate changes." [60]

During questioning by the Chairman, GAO was asked, "Were there some circumstances where brand new bathrooms that had just been renovated were ripped out and replaced with more expensive and luxurious bathroom fixtures and equipment? Did you find any examples like that?" The GAO witness replied, "That is correct, particularly on the second floor." [61]

GAO also testified that although all of the bathrooms already had been renovated, two bathrooms on the second floor went through a second renovation, in which newly installed fiberglass shower stalls were torn out and replaced with more expensive ceramic tile.[62]

Payne justified this second renovation at the hearing by testifing, "I am sure in construction that those fiberglass showers in any home, rather than a bathtub or whatever, you cheapen the house by at least $15,000. So the quality of what you are talking about there, it is entirely inappropriate to put the fiberglass showers on that second floor of G building. That is the reason this change was made." [63]

Raised custom vanities were also added to the upstairs bathrooms, according to GAO.[64] The first mention of raised vanities occurred in the undated "Director's Directions", which stated, "As it cost the same whatever the height of the bathroom vanities, they should be a slight bit higher than the norm to accommodate the taller citizens of today and the future." [65] Thereafter, all contract documents called for vanities in the second floor bathrooms to be 2-3 inches above standard.

The project officer subsequently advising that custom vanities, rather than standard vanities, did increase the cost,[66] contrary to Giuffrida's statement in the document.

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[57] *Ibid.* at 41.
[58] See Appendix B-2 to this report.
[59] *Hearings I, supra,* note 4, at 40.
[60] *Ibid.* at 34.
[61] *Ibid.* at 36.
[62] *Ibid.*
[63] *Ibid.* at 132.
[64] *Ibid.* at 40.
[65] See Appendix B-2 to this report.
[66] Staff telephone interview, May 29, 1985.

4. *Discussion of Issue No. 3: Standard administrative procedures for government contract work were not alway followed.*—The Subcommittee received and investigated allegations that nongovernment personnel made decisions affecting the expenditure of contract funds, and that standard administrative procedures for review and payment for government contract work were not always followed.

During the hearings, documents and undisputed testimony confirmed that Mrs. Villella and Mrs. Payne were involved in the decisionmaking process. GAO testified that during their interviews with Villella, he confirmed that he shared with his wife the renovation plans and sought her advice "in a professional way to try to identify what changes should be made and whether or not the modifications were reasonable and proper." [67] According to GAO, Villella described his wife as having "expertise in the area of construction." [68] Later in the hearing, Villella described his wife as "a professional in medical administration." [69]

An October 1983 file memo was introduced into the record [70] in which Kemp, the project officer, described a weekend visit by the Villellas to Building G on September 24, 1983. The Villellas' visit concentrated on the second floor only, according to this memo. Several days after this visit, Villella requested eight change orders, including addition of a working fireplace, installation of a complete kitchen on the second floor, and expansion of the bathrooms.

Upon being questioned about the memo, Kemp stated that as he and the Villellas toured the second floor of G Building, "she [Mrs. Villella] was talking about changes, but she did not tell me of any changes at that time." [71]

Kemp also testified about the involvement of Mrs. Payne in the renovations. He stated, "I met her in Mr. Payne's office and was told that Mrs. Payne would work with me, and if I had problems in getting the color selections or anything relating to the remodeling of G building, I should take it to Mrs. Payne, which I did. She coordinated the color selection, the tile selection, the electric fixture selection for that project." [72]

In response to a question, Mr. Mehrie Shriner, president of David Contractors, confirmed Kemp's testimony by stating, "To the best of my knowledge, she [Mrs. Payne] made decisions." [73]

During the hearings, testimony indicated that proper procedures were not followed with regard to written authorization. Victor Buyny, the contracting officer for the renovation work, was asked during the hearing, "was any work ever done on the building renovation without written justification, or where the written justification was made after the work was done?" Buyny replied, "Yes." [74]

Later during the hearing, Buyny was asked by another Member of the Subcommittee whether any work was approved "prior to the work being done or after the work being done?" Buyny testified, "There was approximately I would say, $28,000 worth of work or effort that was expended or dollars that were expended prior to any authorization from the procurement office." [75]

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[67] *Hearings I, supra,* note 4, at 43.
[68] *Id.*
[69] *Ibid.* at 121.
[70] *Ibid.* at 78-79. See also Appendix B-7 to this report.
[71] *Hearings I, supra* note 4, at 79.
[72] *Ibid.* at 79-80.
[73] *Ibid.* at 80.
[74] *Ibid.* at 74.

Finally, the Subcommittee was provided with a file memorandum prepared by Buyny [76] concerning a January 17, 1984 meeting with the contractor. According to the memo, the meeting was called by Payne and attended by Buyny and other NETC officials. The memo described the contractor's concern about lack of progress on negotiations for the remaining changes, and Payne's concern about costs. Buyny's memo stated that after the contractor left the meeting, Buyny reminded Payne that nothing had been provided to Procurement to justify the changes. According to the memo, "Discussions, outside of the procurement or contracting function, resulted in the cost proposals submitted by David Contractors." [77] At Payne's request, Buyny prepared a memorandum of justification using Payne's stated need as "quality accommodations for senior public officials." Payne subsequently sent the memo with an added paragraph using "classified missions" as further justification for the contract changes.[78]

Findings

1. With respect to the intended use of Building G by FEMA officials, the Subcommittee finds that the second floor of Building G was renovated to provide a permanent, private residence for the position of the NETC Director, then held by Villella. The Subcommittee further finds that, for the most part, the extensive renovations for this purpose were planned by Villella, executed by Payne, and had the approval of Giuffrida.

2. With regard to the need for the changes to the contract, the Subcommittee finds that all seven of the questioned changes were unrelated to the original stated purpose of the contract, which was to provide fifteen rooms for student use. These changes were, therefore, extravagant, excessive, and unnecessary. Finally, there is overwhelming evidence that all of the questioned items originated with Villella or Giuffrida, both of whom must bear the responsibility for the waste of over $70,000 of government funds.

3. With respect to adherence to proper government contract procedures, the Subcommittee finds that these procedures were not always followed in the execution of the contract. It is unlawful to permit non-governmental personnel, not on contract to the government, to make decisions concerning the expenditure of government funds. This occurred in the renovation of Building G, resulting in greatly increasing the cost of the project. Finally, although documents indicate that Buyny, the contracting officer, questioned costs and procedures in the process, Payne exercised supervisory authority over Buyny in directing work to proceed. Since contracting authority was never delegated to Payne to permit him to commit

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[75] *Ibid.* at 87.
[76] See Appendix B-13 to this report.
[77] *Ibid.*
[78] *Ibid.*

agency funds, the Subcommittee finds that Payne improperly directed the expenditure of government funds.

B. USE OF GOVERNMENT PROPERTY, FUNDS AND PERSONNEL BY VILLELLA

The Subcommittee received and investigated allegations that Villella used a government vehicle for personal use; authorized the expenditure of government funds for alterations to the NETC chapel for his daughter's wedding; refused to pay an NETC personal housing bill; and used contract employees to do personal errands and work. Additionally, during the hearings a charge of sexual harassment was made against Mr. Villella.

1. *Discussion of Issue No. 1: Use of Government Vehicle for Personal Purposes.*—Allegations were received that Villella was using a government vehicle and driver for personal use, including some home-to-work transportation and personal errands. There is no dispute in the testimony regarding such use.

Sgt. Connie Peresada, the contract security guard assigned to Villella, testified that she was asked by Villella to run personal errands in a Government-leased vehicle. (These errands are discussed in detail later in this section under Issue No. 4).

GAO testified that they found "several instances, many instances, in which Mr. Villella used Government cars for home-to-work transportation in violation of the prohibition." [79]

The IG's July 18, 1984 report stated, "Some evidence indicates personal use of Government vehicle by Associate Director, but is insufficient to establish full extent of such use." [80]

Finally, Villella himself admitted "limited . . . use." [81] In fact, included in checks written by Villella to the U.S. Treasury for "alleged oversights" [82] was a payment of $111.18 for "use of auto." [83]

2. *Discussion of Issue No. 2: Expenditure of Government Funds for Alterations to the NETC Chapel for Villella's Daughter's Wedding.*—Allegations were received that improvements were made to the chapel on the NETC campus at government expense to prepare it for the wedding of Villella's daughter. A second charge was made that contract employees assisted in making arrangements for the wedding during official working hours. This second allegation is covered under Issue 4 concerning Villella's use of contract personnel for personal services.

Testimony and work orders provided at the August 1st hearing confirmed that during the week prior to Villella's daughter's wedding on October 30, 1982, electrical work was performed to permit additional outlets in the chapel; lights were installed for videotaping purposes; and a carpet runner was installed down the middle aisle of the chapel.

Duane Murray, head of administration at NETC, testified that, "Those three items were specifically asked for that wedding to be in place." [84] However, with regard to the carpet, Murray also testified that, "I think we would have eventually have carpeted that aisle anyway, because we had just had a firefighter's memorial service a few weeks before, and it was very noisy. It was something we probably eventually would have done." [85]

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[79] *Hearings I, supra* note 4, at 46.
[80] *Ibid.* at 176.
[81] *Hearings II, supra* note 11, at 204.
[82] *Hearings I, supra* note 4, at 102.
[83] *Ibid.* at 118.
[84] *Ibid.* at 89.

Giuffrida testified on March 4, 1985, "To my knowledge, that chapel and anything that was done to it was being done in the normal process of preparing to have the annual Fallen Firefighters Memorial" at NETC on October 17, 1982.[86] However, the work orders show that the carpet was installed on October 28th,[87] (11 days after the Memorial and 2 days before the wedding); the additional electrical outlets were installed on October 22nd,[88] (5 days after the Memorial and 8 days before the wedding); and the "required completion date" of the lighting upgrade was October 27th,[89] (10 days after the Memorial and 3 days before the wedding.)

3. *Discussion of Issue No. 3: Villella's Refusal to Pay an NETC Personal Housing Bill.*—Documents were reviewed by the Subcommittee which indicated that Villella occupied quarters at NETC at various times during 1981 and 1982; was regularly billed for these overnight accommodations by the NETC housing coordinator at the prevailing rate of $5.00/night for single occupancy, or $9.00/night when Mrs. Villella also stayed there; but that he did not pay these bills (which totaled $1,042) until two days before the Subcommittee's first hearing on August 1, 1984.

The IG's office also conducted an investigation into Villella's bills and included its findings in its July 18, 1984 report on FEMA management. The report stated, "Villella said that he intends to pay the bill, but feels it should be reduced or offset because he never claimed per diem or other expenses in connection with his assignments to different duty stations in Washington, D.C. and Emmitsburg, MD." [90]

The day after issuance of the IG's report, Villella tendered a check to FEMA for $772. Two days before the Subcommittee's first hearing, Villella presented a second check to FEMA for $270 to cover the remaining balance.[91]

4. *Discussion of Issue No. 4: Use of Contract Personnel for Personal Services.*—The Subcommittee received allegations that Villella directed two coptract employees to perform personal services. The first employee, Sgt. Connie Peresada, was a contract security guard assigned to Villella. Peresada testified that she was asked by Villella to run personal errands, including going to the bank to cash his personal checks, going to the drugstore for prescriptions, picking up his laundry, and tracking receipts for his personal income tax preparation. She also testified that she took Mrs. Villella clothes shopping on one occasion, and househunting on more than one occasion. Finally, Peresada testified that on another occasion she drove NETC contract housekeepers to Villella's home to do cleaning, for which he reimbursed the housekeepers. All of this

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[85] *Ibid.* at 82.
[86] *Hearings* II, *supra* note 11, at 36.
[87] *Hearings* I, *supra* note 4, at 70–71.
[88] *Ibid.* at 67.
[89] *Ibid.* at 68–69.
[90] *Ibid.* at 176.
[91] *Ibid.* at 119.

personal work was performed while on official duty, driving a Government-leased vehicle.[92]

When asked whether she questioned the propriety of "running personal errands for him so frequently on Government time," Peresada stated that she "did approach him several times about it, about my concern about it." She testified that he would "jokingly ignore it and say, 'Don't worry about it.' "[93]

Another contract employee, Michele Jackson, advised the IG during the course of his investigation that, "She estimated she spent a half to ¾ of a day for two weeks working on [Villella's daughter's] wedding."[94]

When Villella was questioned about the use of employees to help make arrangements for the wedding, he testified, "Those that I used, I thought were on a volunteer basis, and as I have discovered, one was not. I have attempted to repay the time that I understand that was spent to assist me."[95]

His repayment consisted of $50 made on July 30, 1984, two days prior to the Subcommittee's first hearing, as part of checks given to the IG for "alleged oversights."[96]

Villella also repaid $606.62 to the government on that same date for "Ms. Peresada's Time."[97]

5. *Discussion of Issue No. 5; Sexual Harassment.*—During the first Subcommittee hearing on August 1, 1984, Peresada, the contract security guard assigned to Villella as his driver, testified that she was sexually harassed by Villella.[98]

Villella did not respond to the charge during that hearing.[99] However, at a subsequent hearing, he denied the allegation.[100]

Findings and recommendations

1. The Subcommittee finds that Villella did use a government vehicle for personal use and home-to-work transportation. The later offense is cause for disciplinary action, suspension for one month, or possible removal from employment.[101] Since Villella is no longer employed by FEMA, this point is moot. However, with regard to Villella's repayment of his personal use of the government vehicle, the Subcommittee recommends that the Chairman transmit this report to the General Accounting Office, with a letter requesting that an independent audit be conducted to determine whether the amount repaid by Villella to date constitutes full restitution.

2. The Subcommittee finds that two of the improvements to the NETC chapel, the electrical work and the lighting upgrades, were made solely for the purpose of enhancing the chapel for the wedding of Villela's daughter. The Subcommittee therefore recom-

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[92] *Ibid.* at 54-56.

[93] *Ibid.* at 55.

[94] July 31, 1984 interview with Michele Jackson, conducted by Charles E. Richter, Jr., and John T. Thiede, Office of the Inspector General, FEMA. See Appendix C to this report.

[95] *Hearings I, supra* note 4, at 156.

[96] *Ibid.* at 118 and 102.

[97] *Ibid.* at 118.

[98] *Ibid.* at 56; 61-63.

[99] *Ibid.* at 158.

[100] *Hearings II, supra* note II, at 204.

[101] 31 U.S.C. 1349.

mends that the Chairman transmit this report to the Department of Justice together with a letter advising the Department of the Subcommittee's finding, with the recommendation that Villella should be required to make restitution on for the electrical work and the lighting upgrades.

3. The Subcommittee finds that government funds were used to pay two contract employees for personal services performed at the direction of Villella. The Subcommittee therefore recommends that the Chairman additionally request that the GAO's audit address the issue of whether sufficient repayment has been made by Villella for the personal services performed for him by contract employees.

4. The Subcommittee further finds the Director of FEMA should take a more active role in assuring that his subordinates strictly adhere to the rules and regulations governing the proper use of government vehicles and contract personnel.

5. As to the sexual harassment charge, the Subcommittee notes that other, more appropriate avenues are available for pursuit of this allegation and, therefore, makes no findings or recommendations in this regard.

C. GIUFFRIDA'S ROLE IN APPROVAL PROCESS OF UNSOLICITED PROPOSALS

Allegations were received and documents were provided to the Subcommittee which suggested the Giuffrida in two instances may have attempted to obtain preferential treatment of unsolicited proposals in which he had a personal interest.

1. *Discussion of Issue No. 1: Unsolicited Proposals from Analytical Systems Engineering Corporation.*—The first instance involved three unsolicited proposals from Analytical Systems Engineering Corporation (ASEC), an Arlington-based company. ASEC's vice president is Frank Serio, a retired Army general who attended the Army War College with Giuffrida.[102] The three ASEC proposals totaled $197,000.

The ASEC proposals were first discussed in the hearings on December 12, 1984, during testimony by FEMA officials Charles Turner, Education Specialist in the Office of Programs and Academics, and James Coyle, Program Coordination Manager in the Fire Administration. Turner testified that he and Coyle were called into Payne's office on the morning of May 10, 1984, and were presented with the ASEC proposals. According to Turner's testimony, Payne said, ". . . the Director wanted technical reviews written for these, sole-source justifications and [the requisition for services form] completed . . . and he had to have that back downtown by COB [close of business] the next day, Friday." [103]

Turner continued, "We were sitting there kind of amazed at what was said and Mr. Coyle asked Mr. Payne, he said 'Do you mean that we are to approve these proposals regardless of their merit,' and Mr. Payne said, 'That's correct.' " [104] Turner was given two of the proposals for review and Coyle was given the other one.

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[102] *Hearings I, supra* note 4, at 572; *Hearings II, supra* note 11, at 183.
[103] *Hearings I, supra* note 4, at 530.
[104] *Ibid.* at 530–531

Turner testified that upon review, he and Coyle determined that the proposals either duplicated systems already in place at FEMA, or called for work for which FEMA presently had in-house capability to perform. They also explained that a sole-source award for the proposals could not be justified because "any number of systems engineering firms could perform the same work with equally predicatable results." [105]

Turner testified that he and Coyle expressed these concerns to their respective supervisors. Turner and Ed Wall, Coyle's supervisor, then went to a second meeting called by Payne on May 10, 1984, at which Payne requested a progress report. Also present at that meeting were two or three other NETC officials who had an interest in the subjects of the proposals.

According to Turner's testimony, after Payne was advised of their adverse findings, "Mr. Payne did not say anything. Instead he . . . placed a call to Mr. Ron Face in the Director's Office . . . he was on the speaker telephone and . . . [Payne] said, 'I understand what my orders are.' But he [Payne] said, 'I think there's something that you need to hear.' "

Turner said they repeated their findings to Face, after which Payne then said, "You know, in spite—I know what my orders are and in spite of that, I think that it might be worth revisiting this and reconsidering these orders." According to Turner, Face said, "I'll have to get back with you in the morning." [106]

Turner testified that the next morning he received a call from Payne's office directing him to do the technical review only and to "call it like it was."[107] The next day, Payne signed and fowarded the memos drafted for him recommending against approval of the proposals.

At the hearing of March 4, 1985, Payne's testimony sharply conflicted with that of Turner and Coyle. Payne agreed that he signed off on the memos, but disagreed with Turner's and Coyle's description of the meetings and the telephone conversation with Face.

Concerning the meeting, Payne testified, "I certainly didn't order them to provide something that was against regulations."[108] He said, "I do not remember that conversation in that context at all. I do remember that we got the call to review these proposals that had been in the mill for some time, and to get a quick reaction back."[109]

Payne then went on to say that he "had had some difficulty with Charlie Turner before." He explained that he had taken away Turner's reserved parking place and that Turner "was using the furniture that came from Battle Creek, Michigan, in his office. So I assume that that is part of the by-play that is involved here."[110]

Later, he repeated his denial: "No way did I order that this be done and not based on the merits of the case. I couldn't believe that testimony when I heard it."[111]

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[105] *Ibid.* at 531.

[106] *Ibid.* at 532.

[107] *Ibid.* at 533.

[108] *Hearings II, supra* note II, at 179.

[109] *Ibid.* at 180.

[110] *Ibid.*

[110] *Ibid.* at 181.

Payne also took issue with Turner's testimony that during the telephone conversation with Face, Payne made the comment, "I understand my orders . . ." Payne characterized that portion of Turner's testimony as "just totally embellishment on the conversation and what went on. Nothing like that went on."[112] Face was also asked about the comment and he testified, "I don't recall that remark."[113]

According to Face, the proposals were sent to Payne because they had been "in the agency for close to three months. I needed for him to see that a technical review was conducted as soon as possible, and that I would like to have a response from that technical review by close of business the following work day."[114]

When questioned further by the Chairman why the proposals had to be acted upon so quickly, Face replied, "Because they had been in the agency for an inordinate period of time . . . The Director asked me to find out where these three unsolicited proposals were, what the status was, and do what I could to get a technical evaluation completed on them, and an agency response in the mail to the company that had submitted the unsolicited proposals."[115]

Giuffrida testified that his only interest in the proposals was to assure that an answer be provided to Serio one way or the other. He said, "[H]ardly a week goes by that I don't have someone come to me at some activity and say, 'Mr. Giuffrida, I have this great idea.' . . . And I have a stock response: 'Send it to the agency. I will put it in the stream. It will be properly evaluated and we will let you know whether or not we can do something.' "[116]

He contended that such was the case with Serio's proposals. He testified, "As you know, we have a war college alumni association. Serio and I and other classmates went to lunch once or twice, perhaps, I don't know. And one of these periods, when Serio came, he said, 'I have an idea.' I said said, 'Frank, submit your idea; it will go in the stream and it will be processed like everything else.' "[117] Giuffrida then stated that when Serio called him back to find out the status of the proposal, "I turned to my staff and I said, 'For God's sake, find out what the status of that thing is. If it is no, tell him no. If it is yes, tell him yes.' "[118]

Giuffrida's calendar indicates that he lunched with Serio on May 7, 1984, three days before the incidents described by Turner and Coyle.[119]

When Giuffrida was asked about the conversation between Payne and Face, he replied, "I wouldn't presume to interpret what Mr. Turner said or somebody else. I can speak with absolute certainly, however, of what I said, and what my instructions were, and what part, if any, I played in this or any other contract. I have never, since I have been in that agency, been involved in trying to influence the decision of the Acquisition Review Board in the awarding of any contract. And I state that, sir, categorically. Neither for not against."[120]

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[112] *Ibid.* at 182.
[113] *Ibid.*
[114] *Ibid.*
[115] *Ibid.* at 183.
[116] *Ibid.*
[117] *Ibid.* at 183–184.
[118] *Ibid.* at 183.
[119] See Appendix D to this report.

Shortly thereafter, he repeated that assertion, "I will tell you again, categorically, under oath, that I have never attempted to intrude myself into the process either for or against any proposal solicited or unsolicited."[121]

Giuffrida took issue with the Chairman's characterization of Serio as a friend. Rather, he described the relationship as "acquaintance." He said, "In my book, there is a difference between friend and acquaintance." [122]

Serio's testimony preceded that of Giuffrida. When asked by the Chairman if: (1) he talked with Giuffrida about his company's capabilities; and/or (2) he met with him concerning what his company might be able to do for FEMA; and/or (3) his purpose was to get some contracts with FEMA, Serio responded in the affirmative to all three questions.[123]

However, he responded in the negative when the Chairman then asked him, "Did Giuffrida tell you that that could probably be worked out?" [124]

The Chairman concluded the questioning of Serio by asking, "So your testimony under oath is that General Giuffrida did not tell you that he would help get a contract for your company?" Serio responded, "To the best of my knowledge and belief, yes, sir, at no time." [125]

2. *Discussion of Issue No. 2: Unsolicited Proposal from International Management and Development Institute.*—The second instance involved the International Management and Development Institute (IMDI), a nonprofit organization. Giuffrida sits on the Policy Committee on National Security Affairs of the IMDI Fowler-McCracken Commission.

IMDI received a $100,000 grant from FEMA to provide "Government-business cooperation in strengthening the economic/technological/industrial base for emergency preparedness."

According to Giuffrida's testimony, "When the proposal came in from IMDI, it was put in the stream, as is everything else." [126] Documents contained in the hearing record show the application was dated April 26, 1984.[127] The project was to be for nine months, at a cost of $100,000. The agency's sole source justification was dated May 24, 1984.[128]

Another document in the record is a May 31, 1984 memo from FEMA's Office of General Counsel (OGC) to the contracting officer who raised questions about the IMDI grant, including a question about a possible conflict of interest on Giuffrida's part.[129] In the OGC's reply, Attorney Tom Ainora wrote, "While there may be the appearance of a conflict at first blush, I do not believe that there is an actual conflict unless Mr. Giuffrida used his position to give preferential treatment to this group. I have no evidence of this and there is a sole source justification in the file which is logical and well reasoned." [130] On the basis of this OGC memo, the grant was approved by FEMA on June 7, 1984.

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[120] *Hearings II, supra* note II, at 184.
[121] *Ibid.*
[122] *Ibid.* at 186.
[123] *Hearings I, supra* note 4, at 573.
[124] *Ibid.*
[125] *Ibid.* at 574.
[126] *Hearings II, supra* note 11, at 185.
[127] *Hearings I, supra* note 4, at 473–478.
[128] *Ibid.* at 471–472.
[129] See Appendix E.

However, the documents which concerned the Subcommittee were two prior letters between Giuffrida and Gene Bradley, chairman of IMDI. On December 28, 1983, four months before the application was submitted to the Procurement Office, Giuffrida wrote to Bradley, advising him that, "With reference to earlier discussions and invitation/proposal, I am pleased to advise that we have reviewed the work and objectives of [IMDI] and the Fowler-McCracken Commission and have considered carefully your request that [FEMA] become a Government sponsor for the current fiscal year. In light of the President's endorsement of the objectives and work of the Commission, we intend to provide support for its work during FY 84 in an amount not to exceed $100,000." [131]

Bradley's January 3, 1984 reply to Giuffrida stated, "My associates . . . will continue to work out the details with your staff so that we can proceed with our program elements as discussed." [132]

Giuffrida's defense of his December 1983 commitment letter was stated at the hearing as follows: "My recollection of this was that the discussions were between Mr. Bradley of IMDI and FEMA were held at one of my directorate levels. And before I would make a commitment, I talked with John Dickey and others in [FEMA's National Preparedness Program] office to be briefed up on whether we should say to IMDI, 'No, we are not interested,' or whether it was something that was, in fact, of value to FEMA in the completion of its functions. And after they came up and told me that we would benefit from this, this letter was written to say, 'OK, we are prepared to go with a grant for $100,000.' That is, to the best of my knowledge, that is the way that thing transpired." [133]

Earlier, Giuffrida stated, "That proposal came in. It didn't come to me directly. It was run through to the general counsel. And I think he can probably give you a very concise summary, sir, of what the actions were on that." [134]

In that regard, Jett testified, "I believe we were considering the package in April and May 1984. I was not involved, nor was my office, in the merits of the package." [135]

Giuffrida denied that he had ever directed anyone to approve the grant. The Chairman asked him, "[W]as there any statement made to anybody as to whether or not that should be approved or not approved?" Giuffrida replied, "I didn't make any. Nor do I know of anybody else that instructed people to approve it." [136]

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[130] *Hearings II, supra* note 4, at 464.
[131] *Ibid.* at 466.
[132] *Ibid.* at 470.
[133] *Hearings II, supra* note 11, at 187.
[134] *Ibid.* at 185.
[135] *Ibid.* at 186.
[136] *Ibid.* at 185.

Findings

1. The Subcommittee finds that in the case of the ASEC contract, Giuffrida improperly exerted the influence of his office in an effort to gain agency approval of the contract application by bypassing FEMA's established screening and evaluating procedures. With regard to the direct conflict of sworn testimony, the Subcommittee's findings and recommendations are covered in Section G of this report.

2. In the case of the IMDI grant, the Subcommittee finds merit in the contracting officer's concern that there was a conflict of interest, or the appearance of a conflict of interest, in the grant award.

3. The Subcommittee also finds, in the case of the IMDI grant, that Giuffrida improperly committed FEMA to approve the grant prior to its submission through the established procurement process.

D. TRAVEL BY MRS. GIUFFRIDA AT GOVERNMENT EXPENSE

The Subcommittee received and investigated concerning the expenditure of government funds for foreign travel by Mrs. Giuffrida to accompany her husband on official business on two occasions.

The Subcommittee received and investigations concerning the expenditure of government funds for foreign travel by Mrs. Giuffrida to accompany her husband on official business on two occasions.

Discussion.—The Subcommittee reviewed two travel vouchers submitted by Mrs. Louis Giuffrida to FEMA for official business when she accompanied her husband on travel.

One of these involved an 18-day trip to Europe in early 1984, while the second voucher covered a 5-day trip to Mexico City in late 1983. Although she claimed no expenses, Mrs. Giuffrida's first class airfare was paid by FEMA in both cases. The costs of the tickets were $4,298 [137] and $793,[138] respectively.

Giuffrida was questioned about this travel by his wife and offered this explantion: "My wife made one trip to Europe and one trip to Mexico. I am, in addition to my other duties, the Chief U.S. delegate to the NATO Senior Civil Emergency Planning Committee. I am also the U.S. Chair on Bilaterals that we have for Meteorological, Hydrological Phenomena with Mexico, and a series of similar functions with Canada.

"My wife—I have been to Europe to the NATO meetings seven times, I think. My wife was accompanying me on one, on invitational orders. It was arranged with the State Department, by the State Department. It was to assist—it was my turn, in effect, to host, in response to our NATO commitments where we have been making some appreciable efforts in Brussels; and the same in Mexico City.

"She made a subsequent trip to Mexico City for which I paid. By law, under those orders, she is entitled to claim not only travel but also per diem. She never claimed—we never submitted a claim for anything other than the air fare." [139]

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[137] See Appendix F to this report.

[138] *Ibid.*

[139] *Hearings II, supra* note 11, 36–37.

Giuffrida was asked, "What you are saying then is that she participated as a hostess at an official affair that was the justification for that?" to which he responded, "That is correct." [140]

Under FEMA regulations covering international travel, only the Director may authorize travel by FEMA personnel.[141] He is also the only authorizing official for "invitational travel" [142] emanating from FEMA Headquarters, which is the authority under which Mrs. Giuffrida traveled. According to FEMA regulations, "invitational travel may be authorized for persons who are not employees of the Federal Government when they are serving in a capacity that is directly related to, or is in connection with, official FEMA business." [143] FEMA regulations expressly provide that the authority to authorize travel may not be redelegated.[144] No State Department approval is required for international travel by either FEMA employees, or those under "invitational travel".

The Subcommittee requested documents from FEMA in support of the alleged official nature of Mrs. Giuffrida's travel. Additional documents were subsequently obtained pursuant to subpoena issued October 4, 1984. None of the documents provided by FEMA contained any "invitational orders" as cited by Giuffrida in his testimony, for either the Mexico or the European trip. Rather, two "Invitational Travel Authorization" letters to Mrs. Giuffrida were found, both signed by Giuffrida's deputy, Villella.[145]

No other documents were produced by FEMA in support of any official business for Mrs. Giuffrida for either trip. In the case of the Mexico City trip, the only documentation provided by FEMA concerning the nature of Mrs. Giuffrida's activities was a "sample invitation", which George Patrick, Director, FEMA Office of International Affairs, testified [146] had been sent in Mexico City for a reception hosted by Mr. & Mrs. Giuffrida on December 12, 1983. That sample invitation is the only evidence of any official activities for Mrs. Giuffrida in Mexico City; no other evidence was provided by FEMA. In fact, FEMA's "Notification of Foreign Travel" [147] to the State Department for the Mexico City trip, which advised that seven FEMA officials would be traveling, made no mention of Mrs. Giuffrida, despite the "travel authorization letter" to her from Villella, which was dated four days earlier.

In the case of the European trip, all FEMA file correspondence and State Department cables concerning travel logistics mention only social and sightseeing activities for Mrs. Giuffrida.[148] The NATO Conference referred to by Giuffrida in his testimony as justication for the travel was scheduled for two days in Brussels, on March 28 and 29, 1984. Mrs. Giuffrida's travel voucher [149] shows that she traveled with Giuffrida for 18 days, from March 24, 1984, to April 10, 1984, with the following itinerary: DC to Brussels; Brussels to Rome; Rome to Tel Aviv; Tel Aviv to Paris; and Paris to DC. The first class airfare claimed by Mrs. Giuffrida covered all eighteen days.

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[140] *Ibid.* at 37.

[141] Travel Regulations, FEMA Manual 6200.1, Change 3, Effective June 24, 1983, Chapter 2-5.a. and Chapter 16-2.a.

[142] *Ibid.* at Chapter 2-2.g.(2).

[143] *Ibid.* at Chapter 2-2.g.(1).

[144] *Ibid.* at Chapter 2-7.

[145] See Appendix F to this report.

[146] *Hearings II supra* note 11, at 67-69.

[147] See Appendix F to this report.

[148] *Ibid.*

[149] *Ibid.*

Findings and recommendations

1. The Subcommittee finds insufficient justification for using government funds on the entire airfare for Mrs. Giuffrida's 18-day trip with Giuffrida to Europe, since Mrs. Giuffrida's travel, with the possible exception of the alleged activity at the 2-day NATO Conference, was not ". . . directly related to, or is in connection with, offical FEMA business."
2. The Subcommittee finds that the sample invitation, in the absence of other evidence, provides insufficient justification for using government funds on airfare for Mrs. Giuffrida's 5-day trip to Mexico City to accompany Giuffrida.
3. The Subcommittee further finds that since Giuffrida is the sole authorizing authority for "invitational travel", the authority under which Mrs. Giuffrida traveled on both occasions, Giuffrida improperly delegated the authority to his deputy to authorize the use of government funds for travel by Mrs. Giuffrida.
4. The Subcommittee finds that Giuffrida should be required to repay $5,091 to the United States Government, covering the full amount of the European tickets and the Mexico City tickets, unless Giuffrida can demonstrate to the satisfaction of the General Accounting Office, that, in the case of the European trip, Mrs. Giuffrida had official business at the NATO Conference in Brussels, in which case the cost of a round-trip economy fare to Brussels only should be deducted from the amount which Giuffrida should be required to repay; and/or, in the case of the Mexico City Trip, that Mrs. Giuffrida had official business. The Subcommittee recommends that the Chairman transmit this report to the U.S. Department of Justice together with a letter of transmittal recommending that repayment of both trip tickets be pursued.

E. ACCEPTANCE OF GRATUITIES BY FEMA OFFICIALS

The Subcommittee received and investigated allegations that Giuffrida and Villella illegally accepted gratuities in three instances. First, acceptance by Villella of a room without charge at a hotel under consideration by FEMA for a conference site; Second, acceptance by Giuffrida of free tickets from a FEMA contractor, Triton Corporation, to two reception/dinners; and Third, acceptance by Villella of free tickets from a FEMA contractor, Triton Corporation, to two reception/dinners.

1. *Discussion of Issue No. 1: Acceptance by Villella of Hotel Room Without Charge.*—Villella stayed at the Del Coronado Hotel in San Diego, California, on December 26 and 27, 1983, and accepted the room at no charge. The stated purpose of the visit was to determine whether FEMA might want to hold a conference at the hotel.

During the August 1st hearing, when asked who paid for the rooms, Villella testified, "The rooms were furnished by the Del

Coronado because I was asked to do an inspection of the facilities on the premise that we may use that facility for a seminar." [150]

The travel voucher for reimbursement for the trip, which was signed and submitted by Villella, made no mention of the Del Coronado Hotel. Instead, the voucher included this notation: "No lodging expenses. Stayed with friends." [151] Mr. Villella offered no explanation for this erroneous statement.

More than seven months after the San Diego visit, and just two days before the Subcommittee's first hearing, Villella paid $198 to the hotel. This payment was included in the checks Villella submitted to the IG for "alleged oversights." [152]

2. *Discussion of Issues No. 2 and 3: Acceptance by Giuffrida and Villella of free tickets from a FEMA contractor to two reception/dinners.*—On February 23, 1984, Giuffrida and Villella, with their wives, attended a $250-per-ticket reception and buffet at the Capitol Hill Club in honor of Vice President Bush, as guests of the Triton Corporation.

The stated purpose of the affair was to raise funds for building improvements at the Club.[153] The $1,000 cost of the tickets for Giuffrida, Villella, and their wives, was paid by Triton with a check signed by Richard Salvatierra, the company's president.[154]

Eight days later, on March 2, 1984, Giuffrida, Villella, and their wives attended a $120-per-plate dinner in honor of President Reagan at the Sheraton-Washington Hotel. The two officials again were guests of Triton. The black tie dinner was sponsored by the American Conservative Union and Young Americans for Freedom.

Giuffrida and Villella told the Subcommittee that they had not known who paid their way at either of these affairs. Giuffrida said the invitations came through Villella. Villella, however, testifed that he did not recall it happening in that manner.

Testifying about the Capitol Hill Club reception, Giuffrida said, "I never saw a ticket. I don't know whether tickets were sold or not . . . my former secretary . . . came in late in the afternoon and said, 'You and Mrs. G. are invited to a reception for the Vice President being given by the Capitol Hill Club.' " [155]

Giuffrida added that his office staff told him that, "Mr. Villella was the one who had received the invitation, and that my wife and I were included." [156]

The Chairman then asked Giuffrida, "And you are not even curious enough to know who does the invitation?" Giuffrida responded, "Mr. Chairman, whenever the Capitol Hill Club or any of these things has a reception, they always invite—we are part of the window dressing. My question was, you know, 'Are we invited? Do I have to pay for this thing?' I don't recall verbatim. But that is the essence of the conversation." [157]

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[150] *Hearings I, supra* note 4, at 140.
[151] *Ibid.* at 142-143.
[152] *Ibid.* at 102; 118.
[153] *Ibid.* at 318.
[154] *Ibid.* at 313-314.
[155] *Hearings II, supra* note II, at 40.
[156] *Ibid.* at 41.
[157] *Ibid.*

Giuffrida gave the Subcommittee a similar explanation concerning his attendance at the March 2, 1984, dinner honoring the President. He said his invitation came through Villella. Asked if Villella said who had issued the invitation, Giuffrida testified, "No. He said we were going to be somebody's guests. . . . I don't recall him ever saying specifically whose guests we were going to be. No, I do not." [158]

During Villella's testimony, he was asked if the invitations to the two social events had come from him, as Mr. Giuffrida had testified. Villella replied, "Congressman, I heard the comments by Mr. Giuffrida. As much as I would like to, I cannot recall that discussion." [159]

Later in the hearing, another Subcommittee Member asked Villella, "Were you usually the individual that contacted Mr. Giuffrida relative to these types of events, or were there ever occasions when Mr. Giuffrida or others contacted you relative to events of this type?" Villella responded, "No, sir. I was not usually the one to contact Mr. Giuffrida about these kinds of events." [160]

At the Capitol Hill Club reception, the two FEMA officials and their wives were seated at a table for eight, with Salvatierra, President of Triton, and Albert Ferri, Jr., the company's executive vice-president and senior official responsible for Triton's contracts with FEMA. At the hearing, Giuffrida was questioned on his recollection of who his dinner companions were. He said, "Definitely with Mr. and Mrs. Villella. I did not go with Mr. Ferri. I have a vague recollection of seeing Mr. Ferri there. I have no recollection of seeing Mr. Salvatierra. . . ." [161] Salvatierra, on the other hand, testified that he did remember seeing both Giuffrida and Villella on that occasion.[162]

At the "Salute to the President" dinner, eight days later, the two FEMA officials and their wives were again seated at a table with Ferri and Salvatierra. In response to a question from the Chairman, Giuffrida said, "No. It was never represented to me that we were their guests. It was as I explained it to you. I had never seen Mr. Salvatierra before that occasion. I didn't know him. And I have no long recollection of ever—I think that is the first time I ever say Mr. Salvatierra." [163]

Giuffrida was asked, "Have you ever gone to events where your ticket, your meal, your evening on the town was paid for directly or indirectly by any agency, any company that was doing business . . . with your agency, where they paid for the ticket?" His reply was, "Not that I am aware of. If I did it, it would be something I am absolutely unaware of." [164]

Giuffrida went on to say that when he had any question in his mind, he would "run to the General Counsel and I say, 'General Counsel, can I go to this one or can I not?' And he says, 'No' or he says, 'Yes'. . . . I use him as my frame of reference, if there is any, almost as a matter of routine." [165] However, in the case of both of these receptions, Giuffrida acknowledged, "I have no recollection of checking with counsel on these, no, I do not. But I would say again, that I get at least 100 invitations, as does everybody on the Hill, to go to these things." [166]

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[158] *Ibid.* at 45.

[159] *Ibid.* at 207-208.

[160] *Ibid.* at 211.

[161] *Ibid.* at 59.

[162] *Ibid.* at 217-218.

[163] *Ibid.* at 59.

[164] *Ibid.* at 45.

Chairman Volkmer made this final point in his summary questioning of Villella: ". . . . as one who participates in a lot of receptions and things up here on the Hill, I don't know if I have ever gone to one that I didn't know who was putting it on and what it was for. Therefore, it bothers me. You know, it is a little, maybe, foreign for myself and maybe some of the others here, to realize that someone can go to a . . . $250 apiece dinner and not even know who is footing the bill, not have the slightest idea who is footing the bill. But that is what you are telling us. And that is what Mr. Giuffrida told us. And that is a little bit . . . beyond comprehension." [167]

Findings and recommendations

1. The Subcommittee finds that Villella accepted two nights of free accommodations from the Del Coronado Hotel and made a false statement on his travel voucher.
2. The Subcommittee finds that Giuffrida did accept a $500 gratuity from the Triton Corporation on February 23, 1984, in the form of two tickets for himself and his wife to attend a Capitol Hill Club fundraiser.
3. The Subcommittee finds that eight days later, on March 2, 1984, Giuffrida did accept a $240 gratuity from the Triton Corporation in the form of two tickets for himself and his wife to attend a dinner in honor of President Reagan.
4. The Subcommittee finds that Villella did accept a $500 gratuity from the Triton Corporation on February 23, 1984, in the form of two tickets for himself and his wife to attend a Capitol Hill Club fundraiser.
5. The Subcommittee finds that eight days later, on March 2, 1984, Villella did accept a $240 gratuity from the Triton Corporation in the form of two tickets for himself and his wife to attend a dinner in honor of President Reagan.
6. FEMA's own standards of conduct state very clearly: "An employee must not . . . accept . . . any . . . entertainment . . . from a person . . . who has . . . business relations with FEMA" [168] The Subcommittee finds that failure to know is not an excuse under FEMA regulations. The Subcommittee therefore recommends that the Chairman transmit this report to the Department of Justice, together with a letter of transmittal in which the violation of these regulations is brought to the attention of DOJ.

F. IRREGULARITIES IN ADMINISTRATION OF TRITON CONTRACT

The Subcommittee received and investigated allegations of irregularities in FEMA's administration of its contract with Triton Corporation, one of the principal support contracts for NETC. These allegations concerned the administration of the contract, both in the method of payment and in questionable billings, and retaliation by FEMA officials against an agency project officer who questioned Triton vouchers.

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[165] *Ibid.* at 46.

[166] *Ibid.*

[167] *Ibid.* at 210.

[168] 44 CFR 3.14.

Triton is a Washington, D.C. firm, classified as an 8(a) minority firm under the Small Business Act, and therefore eligible to be awarded federal contracts without competition. Triton's first contract with FEMA, for approximately $500,000, was awarded in September 1982. Its last contract with FEMA, for $2.5 million, officially expired March 31st of this year.

Triton supplied a variety of support services for NETC, including designing courses, providing faculty, evaluating courses, and providing logistical and management support for the Center's operation.

1. *Discussion of Issue No. 1: Expedited payment system established for Triton vouchers.*—Prior to late 1983, any voucher presented to FEMA for payment was subject to the following process:

(1) Contractor's voucher was sent to the contracting officer;

(2) The contracting officer sent a copy of the voucher to the project officer to certify that the services were received and accepted;

(3) The project officer verified that supplies or services were received and accepted, and returned the voucher to the contracting office for processing; and

(4) The contracting officer certified the voucher as correct and sent it to the Comptroller's office for payment.

However, in November or December of 1983, the method of processing vouchers from Triton was changed. According to testimony by Patricia English, FEMA contracting officer for the Triton contract, English was ordered to send Triton voucher's directly to the FEMA Comptroller for payment, bypassing the project officer's review and verification. Following payment by the Comptroller's Office, the voucher was then sent to the project officer for review. "[I]f anything was wrong on the vouchers," English testified, "we would catch it the next month from the project officer's certification, but they did go straight to accounting after we received them."[169]

When asked who ordered the change in method of payment, English testified that it was done by her boss at the time, Steven Goodman, then head of the Office of Acquisition Management.[170]

Goodman then was asked who ordered him to put the Triton contract on this special system. He testified, "I was asked if there was a method that we could use to expedite payment—that payment was running 60, 90 sometimes 120 days—and to see if we couldn't provide some relief to that contractor."[171] Goodman then stated that it was either Villella or George Smith (a special assistant to Giuffrida) who asked for this change.

He explained further, "What's causing me some confusion is that I was talking to both of them about those kinds of issue, Mr. Villella more specifically about Triton; Mr. Smith more generally about the whole problem of payment in the agency." [172] In a later hearing, Smith testified that he did not order the fast track payment of Triton vouchers.[173]

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[169] *Hearings I, supra* note 4, at 562.
[170] *Ibid.*
[171] *Ibid.* at 564.

Goodman further stated that he had been working with Gerald Martin, Executive Administrator of FEMA, on a process to improve payments generally. A similar type of payment procedure was being tested by the agency on a group of FEMA contracts in another division in an attempt to "relieve these long lead times we were experiencing on payments," he said. However, Triton was not in that group.[174]

Goodman was then asked, "So the Triton contract was treated differently than other contracts except for those in a separate test?" He answered, "Exactly."[175]

The method of processing Triton vouchers underwent another change on April 19, 1984, as part of a new agencywide payment system still in effect today.[176] Under the new policy, contractors send all bills directly to the Comptroller's Office with information copies to the project officer and contracting officer. The Comptroller's Office then forwards a copy to the project officer for approval. The project officer must return the approved bill within two working days to the Comptroller's Office, which then pays the bill. As a result of this new procedure, certification by the contracting officer is eliminated entirely.

2. *Discussion of Issue No. 2; Failure of FEMA Officials to Detect Questionable Billings.*—In reviewing Triton's vouchers paid by FEMA, the Subcommittee noted many instances where vouchers containing undocumented expenses were paid. During the period that FEMA was paying Triton on an expedited basis with no prior review by the project or contracting officer, the Subcommittee found that payments had been made for numerous items that had no supporting documents, including (a) Consultant charge for $1,200 to "Conservative Political Action", billed March 22, 1984; (b) Luncheon and conference charge for $2,114.50, billed April 15, 1984; and (c) Conference charge for $5,616.41, billed January 15, 1984.

The first two of these unsubstantiated billings represent the two reception/dinners described in Section E of this report. The $1,200 payment made by Triton for tickets for Giuffrida, Villella, their wives, and other Triton guests, to the "Salute to the President" Dinner was, in fact, ultimately billed to FEMA as "consultant." [177] The Capitol Hill Club fundraiser tickets for Giuffrida, Villella, their wives, and other Triton guests, amounting to $2,000.00, were likewise ultimately billed to FEMA as part of a $2,114.50 charge for "Luncheon and conference." [178]

Triton officials were questioned at the hearings about these two billings. Salvatierra, President of Triton, testified, "These two incidents are something that we regret, because they were inadvertent errors." [179] According to Salvatierra, they were bookkeeping errors. He assured the Subcommittee that "at no time was this ever intended to be a legitimate cost that we would pass on to the government. Rather, it was an error." [180] Salvatierra stated that as soon as the errors were discovered, a credit was made on the next immediate invoice.[181]

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[172] *Ibid.*

[173] *Hearings II, supra* note II, at 70.

[174] *Hearings I, supra* note 4, at 568.

[175] *Ibid.*

[176] See Appendix G to this report.

[177] *Hearings I, supra,* note 4 at 355–356.

[178] See Appendix H.

According to testimony at the March 4th hearing, credit for the $1,200 charge was given to FEMA "around November 1984." [182] With regard to the $2,114 charge, Martin testified, "They did adjust the bill, and we have the voucher number which we will provide for the record. It shows we were given credit for $2,114." [183] Documents subsequently supplied by FEMA indicate that the $1,200 was credited to FEMA on Triton's voucher dated October 15, 1984,[184] and credit for $2,114 was given FEMA on Triton's voucher dated September 30, 1984.[185]

FEMA officials were asked how these billings could have been paid without question. General Counsel Jett testified that, "they were paid at a time when we were paying invoices and making adjustments later." [186]

The third undocumented billing examined by the Subcommittee was for a charge of $5,616.41 for "conference", billed on Triton's voucher for the period 1-1-84 to 1-15-84. In subpoenaed documents subsequently obtained from FEMA, the Subcommittee found a December 1, 1983 bill to Triton from the Holiday Inn, for $5,716.41,[187] an amount exactly $100 greater than that claimed by Triton for the "conference." The Holiday Inn back-up invoices show that the $5,616.41 was all for food and drink, and the additional $100 was for a room rental.[188]

Triton officials were questioned about the Holiday Inn billing. Triton's vice president and principal project director on the FEMA contract, John Smith, stated that the charge was for "logistical and technical support" for a conference Triton set up for FEMA.[189]

The Chairman asked, "Well, who were the recipients of this much food and beverage?" Smith replied, "There were the attendees. . . ." [190]

Triton's President, Salvatierra, advised the Subcommittee that he would provide the Subcommittee with a total breakout for every element that comprised the bill.[191] However, Albert Ferri, Triton's General Counsel, subsequently advised the Subcommittee that details of the billing "are part of the materials removed from Triton's files by the Department of Justice and are not currently available." [192]

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[179] *Hearings II, supra,* note 11, at 215.
[180] *Ibid.* at 216.
[181] *Ibid.*
[182] *Ibid.* at 72.
[183] *Ibid.* at 109.
[184] *Ibid.* at 74.
[185] *Ibid.* at 110.
[186] *Ibid.* at 60.
[187] *Hearings I, supra* note 4, at 340.
[188] *Ibid.* at 331-340.
[189] *Hearings II, supra* note 11, at 222.
[190] *Ibid.*
[191] *Ibid.* at 223.
[192] *Ibid.* at 244.

The Subcommittee noted that within the $5,616.41 food and beverage charge from the Holiday Inn was a billing for $2,082.78 for "open bar." [193] Under Federal procurement regulations, alcohol may not be supplied with government funds.[194] The Subcommittee found no subsequent voucher from Triton to correct this apparent improper billing to the government.

In another questionable billing practice found by the Subcommittee, apparently forged invoices were noted for two subcontractors. One of these individuals, Anita Koppel, testified before the Subcommittee. Koppel was shown two invoices in her name for the period September 1-7, 1983.[195] The first invoice, in the amount of $832.91, was signed by Koppel. The second invoice was for $877.91 and also bore her name and a signature. On this second invoice, Koppel testified, "The signature on this other voucher is not my own." [196]

Triton officials were questioned about Koppel's invoices. Salvatierra was shown the two invoices and then produced yet a third one for the same period.[197] The third invoice was essentially a copy of the first invoice, but with Koppel's figures crossed through, and new figures added, bringing the total up to $877.91, the amount of the second invoice found by the Subcommittee.

Salvatierra's explanation at the hearings follows: "Our records clearly indicate that she [Koppel] submitted to us a signed invoice from her requesting reimbursement for $832. And it was signed by her, addressed to John Smith. And it was stamped received with our own stamp, which is different from the one just shown to us. We then ran a tape on her expenses and found that she had made an error. We crossed out the $832 and wrote $877, which is what she was entitled to by our calculations. That was then what was submitted. Now, the document in which the issue of her signature is one we have never seen before." [198]

3. *Discussion of Issue No. 3: Retaliation Against FEMA project officer who questioned Triton vouchers.*—One official who did question payments under the Triton contract appeared before the Subcommittee. Warren Rucker, former project officer on the Triton contract, testified that he was given an exceptional performance rating on October 7, 1983. On the 3rd of November, he wrote a memorandum expressing concern about his certification of two vouchers. Three weeks later, his performance rating was downgraded to "unable to rate".[199] Rucker further testified that in December he was removed as project officer after he "had had another encounter regarding the contract." [200]

Findings and recommendations

1. The Subcommittee finds that the payments of Triton vouchers were put on a special system of "pay now, question later."

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[193] *Hearings I, supra* note 4, at 334.
[194] Federal Procurement Regulations 1-15.
[195] *Hearings I, supra* note 4, at 564-565.
[196] *Ibid.* at 566.
[197] *Hearings II, supra* note 11, at 231-233.
[198] *Ibid.* at 229-230.
[199] *Hearings I, supra* note 4, at 546-550.
[200] *Ibid.* at 551.

2. The Subcommittee finds that because of this special payment procedure, undocumented and questionable billings were paid. The Subcommittee further finds that had the vouchers been handled in accordance with established, standard contracting procedures, these claims would have been detected and disallowed.

3. The Subcommittee finds that Triton Corporation offered gratuities to Giuffrida and Villella in the form of four free tickets to a $250-a-plate fundraiser at the Capitol Hill Club on February 23, 1984. The Subcommittee also finds that Triton Corporation subsequently billed the government $2,000 for these tickets as well as for four additional tickets for two Triton officials and two other guests, and that FEMA paid Triton for this expense.

4. The Subcommittee finds that eight days later, on March 2, 1984, Triton Corporation offered gratuities to Giuffrida and Villella in the form of four free tickets to a $120-a-plate dinner in honor of President Reagan. The Subcommittee also finds that Triton Corporation subsequently billed the government $1,200 for these tickets, as well as for six additional tickets for Triton officials and their other guests, and that FEMA paid Triton for this expense.

5. The Subcommittee finds that FEMA subsequently was reimbursed by Triton for these payments. However, because of the large number of questionable billings detected by Subcommittee staff, the Subcommittee recommends that the Chairman transmit this report to the Defense Contract Audit Agency, together with a letter of transmittal which requests that the Defense Contract Audit Agency do a post-award audit of all Triton contracts with FEMA.

G. CONFLICTS IN SWORN TESTIMONY

During the three days of hearings held by the Subcommittee, six instances occurred where the sworn testimony of one individual directly conflicted with the testimony of another person. These contradictions are cited below.

Because the question occurs in the actual testimony itself, and not merely the subject matter, no attempt is made here to paraphrase. Rather, the actual verbatim testimony itself is repeated as it appears in the record.

1. *Conflict Between Robert Kemp and Frank Payne—August 1, 1984 Hearing.*—During testimony concerning the telephone billing system at NETC, Mr. Kemp, Assistant Facility Manager at NETC, charged that Frank Payne ordered him to stop monitoring FEMA telephone bills for personal calls made by FEMA employees. Payne denied the allegation.

On August 1st, Kemp testified as follows:

> Mr. Gore. Mr. Kemp, you are manager of facilities there, is that correct?
>
> Mr. Kemp. Assistant facility manager.
>
> Mr. Gore. All right. And included in your job is the responsibility to monitor the telephone bills to approve those made for business and to sort out those made for personal calls, is that correct?
>
> Mr. Kemp. Yes, sir.
>
> Mr. Gore. Were you ever ordered to stop monitoring the telephone bills for personal calls?

> Mr. **Kemp**. Yes, sir.
>
> Mr. **Gore**. You were?
>
> Mr. **Kemp**. Yes, sir.
>
> Mr. **Gore**. Who ordered you to stop monitoring the telephone bills?
>
> Mr. **Kemp**. Mr. Payne.
>
> Mr. **Gore**. Mr. Payne, who is the deputy to Mr. Villella?
>
> Mr. **Kemp**. Right.[201]

Payne's denial came later in the hearing:

> Mr. **Gore**. Mr. Payne, if I could short-circuit this a little bit, I don't want a history of the telephone system at FEMA. First of all I want to know, did you or did you not order Mr. Kemp to stop monitoring the private long distance telephone calls and billing people for them?
>
> Mr. **Payne**. It was never my intent, verbally or in writing, to stop recording as they have continued to do——
>
> Mr. **Gore**. Did you tell Mr. Kemp to stop pursuing that issue and to stop monitoring the private calls?
>
> Mr. **Payne**. That was not my intent. If he——
>
> Mr. **Gore**. Did you tell him that?
>
> Mr. **Payne**. No, sir.[202]

2. *Conflict Between Charles Turner/James Coyle and Frank Payne/Ronald Face—December 12, 1984 and March 4, 1985.*—During discussions on the ASEC unsolicited proposals (See Section C), two conflicts in testimony arose. The first concerned allegations by two FEMA employees, Turner and Coyle, that Payne ordered them to provide technical and sole-source justifications for ASEC proposals regardless of merit. Payne denied their charges.

The second conflict occurred concerning a telephone conversation between Payne and Face in which Turner testified he heard Payne say, "I understand my orders." Both Payne and Face denied this allegation.

A. The Turner/Coyle allegations occurred during the December 12th hearing. The pertinent excerpts from that hearing follow:

> Mr. **Turner**. . . . Mr. Coyle asked Mr. Payne, he said, "Do you mean that we are to approve these proposals regardless of their merit," and Mr. Payne said, "That's correct." [203]

* * * * * * *

> Mr. **Gore**. So, in other words, you were told by Mr. Payne that these unsolicited proposals were to be approved. Is that essentially it?
>
> Mr. **Turner**. That's correct.[204]

* * * * * * *

> Mr. **Gore**. . . . Mr. Coyle, did you have an experience similar to that of Dr. Turner involving the same company, Analytical Systems Engineering Corporation?

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[201] *Hearings I, supra* note 4, at 72.

[202] *Ibid.* at 168.

[203] *Ibid.* at 530–531.

[204] *Ibid.* at 531.

> Mr. **Coyle**. Yes. Basically everything that Charlie has said is true from my point of view.[205]

Mr. Payne's conflicting testimony on March 4, 1985 follows:

> Mr. **Volkmer**. . . . On December 12, last year, we heard testimony from two other employees of FEMA that on May 10, 1984, you ordered them to provide a technical and sole-source justification for three unsolicited proposals from the Analytical Systems Engineering Corporation.
>
> One of the proposals was to computerize the student record system at NETC. NETC already had such a system in place.
>
> Now, did you give those orders?
>
> Mr. **Payne**. Mr. Chairman, that may be their perception. But the whole track record of that case, going out there and coming back, is being denied, is not unique. That was not the way I understand that at all.
>
> I certainly didn't order them to provide something that was againt regulations.[206]
>
> * * * * * * *
>
> Mr. **Volkmer**. . . . [reading from December 12, 1984 hearing record] "We were sitting there kind of amazed at what was said, and Mr. Coyle asked Mr. Payne, he said, 'Do you mean that we are to approve these proposals regardless of their merit?' And Mr. Payne said, 'That is correct.' "
>
> Do you remember that conversation?
>
> Mr. **Payne**. I do not remember that conversation in that context at all.[207]

B. In the second instance, concerning the Pyane/Face telephone conversation, Turner testified on December 12, 1984 as follows:

> Mr. **Turner**. . . . Again, Mr. Payne did not say anything. Instead, he got up and walked around to his desk and he picked up the phone and he placed a call to Mr. Ron Face in the Director's office. We did not know who he was calling, but he was on the speaker telephone and when Ron came on, we all recognized his voice.
>
> And he said to Mr. Face, he said, "I understand what my orders are." But he said, "I think there's something that you need to hear." Then he turned to me and asked me to repeat to Mr. Face essentially what I had said, and he also asked Mr. Wall to say the same thing to Mr. Face.
>
> When we completed describing proposals, Mr. Payne then said, "You know, in spite—I know what my orders are and in spite of that, I think that it might be worth revisiting this and reconsidering these orders." And Mr. Face said, "I'll have to get back with you in the morning." And then the telephone conversation was ended like that.[208]

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[205] *Ibid.* at 533.
[206] *Hearings II, supra* note II, at 179.
[207] *Ibid.* at 180.
[208] *Hearings I, supra* note 4, at 532.

Payne and Face testified differently on March 4, 1985 concerning the telephone conversation. The Chairman read the preceding testimony and asked:

> Mr. **Volkmer**. . . . Do you remember anything like that or is that different?
>
> Mr. **Payne**. That is just totally embellishment on the conversation and what went on. Nothing like that went on.
>
> Mr. **Volkmer**. Mr. Face.
>
> Mr. **Face**. Yes, sir.
>
> Mr. **Volkmer**. You were in this conversation by telephone.
>
> Mr. **Face**. Yes, sir.
>
> Mr. **Volkmer**. And these were proposals for sole source.
>
> Mr. **Face**. Yes, sir.
>
> Mr. **Volkmer**. And you heard me mention alleged conversations that took place. Do you remember those?
>
> Mr. **Face**. Ostensibly, yes, sir.
>
> Mr. **Volkmer**. Were any of these words to you said about Mr. Payne saying he understood what his orders are?
>
> Mr. **Face**. No, sir. I don't recall that remark.[209]

3. *Conflict Between Louis Giuffrida and Fred Villella—March 4, 1985.*—As described in Section E, Mr. and Mrs. Giuffrida attended two social functions with Mr. and Mrs. Villella, paid for by Triton. One was a $250 per person reception for the Vice President at the Capitol Hill Club on February 23, 1984. The other was a black tie dinner in honor of the President, sponsored by the American Conservative Union and Young Americans for Freedom on March 2, 1984.

In both instances, Giuffrida said that the invitations came through Villella. Villella testified that he did not recall that it happened that way.

Giuffrida's testimony on March 4th was as follows:

> Mr. **Volkmer**. You were never informed by your secretary or anyone else of who had invited you [to the Capitol Hill Club dinner]?
>
> Mr. **Giuffrida**. Yes. Mr. Brown and Ms. French said that Mr. Villella was the one who received the invitation, and that my wife and I were included.
>
> Mr. **Volkmer**. Invitation from whom?
>
> Mr. **Giuffrida**. I don't know. The message that came to me is, "You are invited—we are invited to something at the Capitol Hill Club." [210]
>
> * * * * * * *
>
> Mr. **Giuffrida**. Again, I have to say at that event [the March 2, 1984 "Salute to the President" dinner] Mr. Villella came to me and said that we were invited, my wife and I were invited to go to a reception meeting, gathering,

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[209] *Hearings II*, supra note 11, at 182.
[210] *Ibid.* at 41.

> at which the President and the Vice President and other people would be present; and that we were to be—and I said, "What is it going to cost us?" Or something similar to that.
>
> Mr. ANDREWS. Let me interrupt you. Did he tell you who invited you?
>
> Mr. GIUFFRIDA. No. He said we were going to be somebody's guests.
>
> Mr. ANDREWS. Did he tell you whose guests you were going to be?
>
> Mr. GIUFFRIDA. I don't recall him ever saying specifically whose guests we were going to be. No, I do not. I recall asking what is it going to cost, because I had four in college at the time, and I am cost conscious.
>
> Yes, I remember the party. We went.
>
> Mr. ANDREWS. Did he tell you how much it cost?
>
> Mr. GIUFFRIDA. No.
>
> Mr. ANDREWS. He didn't respond to your question?
>
> Mr. GIUFFRIDA. I said—my recollection of this, and I don't recall it verbatim—is, "sounds great, what is it going to cost?" And the response, the essence of the response, was, "Well, we are going to be somebody's guests and there will be no charge to us." [211]

Villella's testimony later in the hearing follows:

> Mr. TRAFICANT. Yes. I believe it was stated in testimony earlier today that those two incidents relative to the Capitol Hill Club, the salute to the Reagans and the Vice President's fundraiser, that they emanated basically from you, and that no one really knew and took it rather casually, due to the heavy demands placed upon officials here in Washington relative to their doing anything looking a little bit improper.
>
> Is that how that developed, Mr. Villella? Did you call Mr. Giuffrida and tell him that he and his wife were asked to attend the particular fundraiser, or did you know it was a fundraiser?
>
> How did you bring that to him?
>
> Mr. VILLELLA. Congressman, I heard the comments by Mr. Giuffrida. As much as I would like to, I cannot recall that discussion.[212]
>
> * * * * * * *
>
> Mr. TRAFICANT. Were you usually the individual that contacted Mr. Giuffrida relative to these types of events, or were there ever occasions when Mr. Giuffrida or others contacted you relative to events of this type?
>
> Mr. VILLELLA. No, sir. I was not usually the one to contact Mr. Giuffrida about these kinds of events.[213]

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[211] *Ibid.* at 45.
[212] *Ibid.* at 207–208.
[213] *Ibid.* at 211.

4. *Conflict Between Louis Giuffrida and Robert Goffus—March 4, 1985.*—Section F describes how Triton billed FEMA for the Capitol Hill reception on February 23, 1984.

Giuffrida contended that neither he nor certain members of his staff ever knew that Triton billed FEMA for the tickets. Goffus, then Inspector General, testified to the contrary.

Giuffrida's testimony on this subject follows:

> Mr. VOLKMER. Nobody mentioned to you about an invitation of Triton?
>
> Mr. GIUFFRIDA. I never heard Triton.
>
> Mr. VOLKMER. Since then do you know of that?
>
> Mr. GIUFFRIDA. I have heard that allegation since then, yes, sir.
>
> Mr. VOLKMER. Only as an allegation?
>
> Mr. GIUFFRIDA. Yes, sir. I have no knowledge that Triton——
>
> Mr. VOLKMER. You mean that your staff that is sitting here now hasn't even told you that Triton put the bill on those charges to FEMA for those tickets to the Capitol Hill Club? And you've never been told that?
>
> Mr. GIUFFRIDA. Mr. Chairman, I have never seen, nor has anybody on my staff at this table now, to my knowledge, ever seen any bill from Triton to put that thing on FEMA. Most of the stuff that deals with Triton has not been available to us for the past four, five, or six months. It has been in the Department of Justice.[214]
>
> * * * * * * *
>
> Mr. ANDREWS. Let me be sure I understand now. You went to an event at the Capitol Hill Club. You don't know who paid for your tickets.
>
> Mr. GIUFFRIDA. I went to an event at the Capitol Hill Club. I was told that we had been invited by the Capitol Hill Club.
>
> Mr. ANDREWS. You don't know whether or not your tickets were purchased by someone?
>
> Mr. GIUFFRIDA. No, I do not.
>
> Mr. ANDREWS. Do you know now that the tickets were paid for by a company——
>
> Mr. GIUFFRIDA. No, I do not. I do not know.
>
> Mr. ANDREWS. You have heard those allegations?
>
> Mr. GIUFFRIDA. I have heard all manner of allegations almost in a continuum, but I don't know whether anybody paid for those or whether in fact it was as represented to me that we were to be the guests of the Capitol Hill Club.[215]

Mr. Goffus, the former IG, testified on this point later in the hearing as follows:

> Mr. VOLKMER. When you examined the contracts of IMR and Triton, did you find any discrepancies?

---

[214] *Ibid.* at 41.

[215] *Ibid.* at 44.

Mr. Goffus. Yes, sir. We found numerous discrepancies in both contracts.

Mr. Volkmer. Were those brought to the attention of Mr. Payne or Mr. Giuffrida?

Mr. Goffus. Yes, sir. They were brought to the attention of Mr. Giuffrida's staff, and to the best of my recollection to the Director himself, sir.

Mr. Volkmer. What were some of those discrepancies?

Mr. Goffus. The $2,000 billing for the Vice President's reception——

Mr. Volkmer. Just a moment. Stop right there.

When did you bring that to the attention of Mr. Giuffrida or his staff?

Mr. Goffus. When the auditors found the billing.

Mr. Volkmer. Was that last fall?

Mr. Goffus. Yes, sir. It had to be, probably. My guess, without having documentation before me, sir, would be probably September or October.

Mr. Volkmer. In September or October, you brought to—can you remember who it was that you brought to the attention that FEMA had been billed for that $2,000?

Mr. Goffus. Yes, sir; to Mr. Martin specifically.

Mr. Volkmer. You brought it to the attention of Mr. Martin?

Mr. Goffus. The word was already out on it via the contract monitor. We had the invoice. The investigators on my staff had the invoice. Nothing was discussed on it because we were looking to see whether we had paid that amount. At that particular time, it had not been paid, to my knowledge.

Then it was discussed. Once the word was out on that $2,114—that sticks in my head, sir—once that was out and we found out that those were four tickets, the equivalent of $500 per ticket, it was called to the attention of Mr. Martin.[216]

* * * * * * *

Mr. Volkmer. Well, the thing that bothers me, Mr. Goffus, because you were here. Before we broke for lunch, I gave them copies and they had to go to the computer and call all those people and find out.

Mr. Goffus. Yes, sir.

Mr. Volkmer. That was Mr. Martin and Mr. Payne. Yet, you just told us that they knew back last fall that those things had been paid.

Mr. Goffus. They probably didn't know it was paid. They knew it was billed. They knew it was billed.

Mr. Volkmer. They didn't know it had been paid?

Mr. Goffus. We had the invoice in our hands. We followed up later and found out that it had been paid.[217]

* * * * * * *

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[216] *Ibid.* at 201.

[217] *Ibid.* at 202.

Mr. **Packard**. Mr. Chairman, may I just ask one question? It is a very general question.

You sat through the testimony this morning and heard all of the witnesses respond to questions. Is there any part of that testimony that you would disagree with or that you felt was not either complete or not accurate?

Mr. **Goffus**. I don't believe that it was accurate to say that there was no knowledge of the billing from Triton. I believe there was knowledge of the billing from Triton.

We presented that to the former people at this table, specifically, to my memory, Mr. Martin, sir.[218]

Findings and recommendations

The Subcommittee makes no findings on the matters of conflict of sworn testimony, but rather recommends that the Chairman transmit this report to the Department of Justice, together with a letter of transmittal requesting that the DOJ review the entire hearing record for possible perjury.

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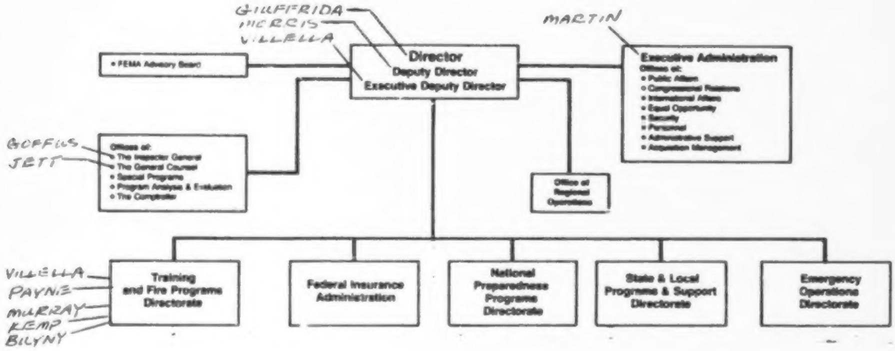
[218] *Ibid.* at 203.

APPENDIX A

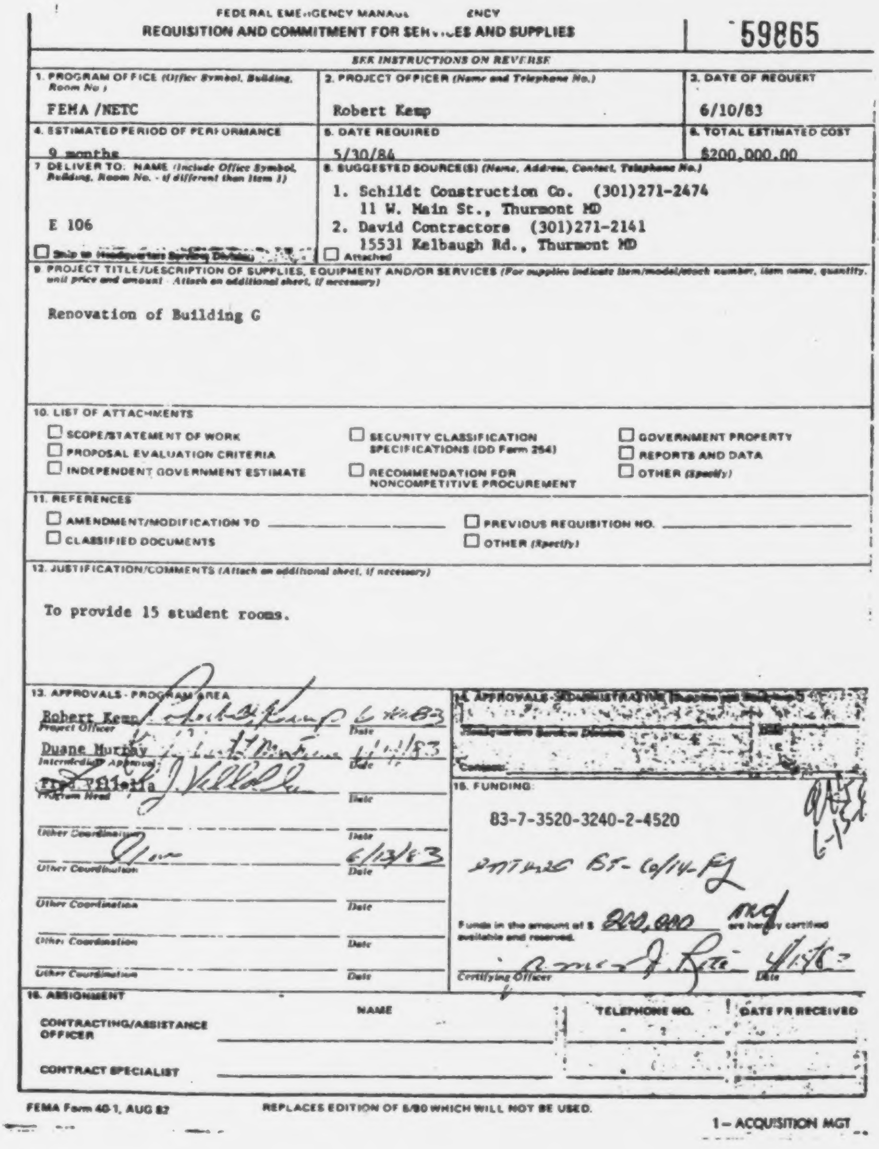
ABBREVIATED ORGANIZATION CHART—FEDERAL EMERGENCY MANAGEMENT AGENCY

(Shown as of August 1, 1984)


GIUFFRIDA
MORRIS
VILLELLA
MARTIN
• FEMA Advisory Board
Director
Deputy Director
Executive Deputy Director
Executive Administration
Offices of:
• Public Affairs
• Congressional Relations
• International Affairs
• Equal Opportunity
• Security
• Personnel
• Administrative Support
• Acquisition Management
GOFFUS
JETT
Offices of:
• The Inspector General
• The General Counsel
• Special Programs
• Program Analysis & Evaluation
• The Comptroller
Office of Regional Operations
VILLELLA
PAYNE
MURRAY
KEMP
BILYNY
Training and Fire Programs Directorate
Federal Insurance Administration
National Preparedness Programs Directorate
State & Local Programs & Support Directorate
Emergency Operations Directorate

APPENDIX B

DOCUMENTS PERTAINING TO RENOVATION OF BUILDING G (SECTION A)



FEDERAL EMERGENCY MANAGEMENT AGENCY
REQUISITION AND COMMITMENT FOR SERVICES AND SUPPLIES

59865

SEE INSTRUCTIONS ON REVERSE

1. PROGRAM OFFICE *(Office Symbol, Building, Room No.)* FEMA /NETC	2. PROJECT OFFICER *(Name and Telephone No.)* Robert Kemp	3. DATE OF REQUEST 6/10/83
4. ESTIMATED PERIOD OF PERFORMANCE 9 months	5. DATE REQUIRED 5/30/84	6. TOTAL ESTIMATED COST $200,000.00

7. DELIVER TO: NAME *(Include Office Symbol, Building, Room No. - if different than Item 1)*
E 106
☐ Ship to Headquarters Services Division

8. SUGGESTED SOURCE(S) *(Name, Address, Contact, Telephone No.)*
1. Schildt Construction Co. (301)271-2474
11 W. Main St., Thurmont MD
2. David Contractors (301)271-2141
15531 Kelbaugh Rd., Thurmont MD
☐ Attached

9. PROJECT TITLE/DESCRIPTION OF SUPPLIES, EQUIPMENT AND/OR SERVICES *(For supplies indicate item/model/stock number, item name, quantity, unit price and amount. Attach an additional sheet, if necessary)*

Renovation of Building G

10. LIST OF ATTACHMENTS
☐ SCOPE/STATEMENT OF WORK
☐ PROPOSAL EVALUATION CRITERIA
☐ INDEPENDENT GOVERNMENT ESTIMATE
☐ SECURITY CLASSIFICATION SPECIFICATIONS (DD Form 254)
☐ RECOMMENDATION FOR NONCOMPETITIVE PROCUREMENT
☐ GOVERNMENT PROPERTY
☐ REPORTS AND DATA
☐ OTHER *(Specify)*

11. REFERENCES
☐ AMENDMENT/MODIFICATION TO ______
☐ CLASSIFIED DOCUMENTS
☐ PREVIOUS REQUISITION NO. ______
☐ OTHER *(Specify)*

12. JUSTIFICATION/COMMENTS *(Attach an additional sheet, if necessary)*

To provide 15 student rooms.

13. APPROVALS - PROGRAM AREA

Robert Kemp *Project Officer*	6/10/83 *Date*
Duane Murray *Intermediate Approval*	6/13/83 *Date*
Fred Villella *Program Head*	*Date*
Other Coordination	*Date*
Other Coordination	6/13/83 *Date*
Other Coordination	*Date*
Other Coordination	*Date*
Other Coordination	*Date*

14. APPROVALS - ADMINISTRATIVE (Supplies and Services)
Headquarters Services Division
Date
Comment:

15. FUNDING:

83-7-3520-3240-2-4520

BT- 6/14-FJ

Funds in the amount of $ 200,000 md are hereby certified available and reserved.

Certifying Officer *Date*

16. ASSIGNMENT

	NAME	TELEPHONE NO.	DATE PR RECEIVED
CONTRACTING/ASSISTANCE OFFICER			
CONTRACT SPECIALIST			

FEMA Form 40-1, AUG 82

REPLACES EDITION OF 6/80 WHICH WILL NOT BE USED.

1 – ACQUISITION MGT

DIRECTIONS FROM FEMA DIRECTOR

The Director of FEMA gave general guidance that "G" building be renovated to provide quality accommodations for VIP visitors to the NETC campus. He felt that the building should retain its historical architecture and provide the opportunity for senior government and private sector officials to relax and communicate in a secure, restful academic environment while attending official functions at the Emmitsburg facility.

Discussions held at various times (4 or 5) with the Director, both on and off campus, included the following:

1. While it would be nice to have a wood burning fireplace, the cost was prohibitive. Yet the architectural beauty of the fireplace should be retained, therefore a gas log appliance would have to do.
2. As it cost the same whatever the height of the bathroom vanities, they should be a slight bit higher than the norm to accommodate the taller citizens of today and the future.
3. One of the rooms upstairs should be designed for conference or study, yet still be available as a sleeping room, if needed.
4. Although most of the closets upstairs are very small, they are adequate for short term usage.
5. The remodeling must include the most up-to-date fire suppression techniques and equipment to demonstrate to NETC visitors the modern state-of-the-art in fire safety.
6. Laundry facilities should be available in the building.
7. Locate a planter box under the entry room window.
8. Cooking and dining facilities should be available in "G" building for official functions, for use during "down" time (8 weeks - 1. Easter, 2. Fourth of July, 3. Labor Day, 4-5. Thanksgiving, 6-7-8. Christmas and New Year's) at the main dining facility, and for private VIP conferences.

9. Because of the small kitchen and minimum cabinet space, the maximum number of lower roll out trays should be provided.
10. Classified mission dictated that quality accommodations be available.
11. He informally discussed his intention at some future date of possibly seeking Congressional approval for the Director of NETC to be allowed to live on campus, as provided by most colleges, universities, and senior service schools of the Armed Forces. He indicated that the barn on campus would be his primary selection for such a residence at some future date, and emphasized that this could be done only with the specific approval of Congress and with appropriations designated for such renovation.
12. He talked about the possible use of wallpaper in some of the rooms but, when informed of the cost, rejected the idea.
13. He felt that the original stained doors would be adequate.
14. He rejected the expense of replacing the glass doors over the built-in bookcases in the living room.
15. He stressed the need for adequate lighting in the bathrooms.
16. He suggested that the extra space under the stairs in the first floor entry be finished as a coat closet, if possible.
17. He felt that the aesthetic value of the building would be better maintained by relocating the stand pipe and fire department connection from the west stairwell to the east stairwell, and removing the dry pipe sprinkler piping from the east stairwell to the basement.

Federal Emergency Management Agency
National Emergency Training Center
Emmitsburg, Maryland 21727

JAN 2 6 1984

MEMORANDUM FOR: Victor S. Buyny, Chief
Procurement Branch

THROUGH: Duane Murray
Assistant Associate Director
for Management and Administration

Frank Payne

FROM: Frank Payne, Deputy Associate Director
for Training and Fire Programs

SUBJECT: Changes to Contract EME-C-0044 for the Renovation
of Building G

On September 12, 1983, contract EME-C-0044 was awarded to David Contractors for the renovation of Building G at a total firm fixed price of $197,777.00. This renovation was considered necessary to expand the housing facility at NETC.

NETC is becoming increasingly involved in programs in which the participants are senior Government officials at the local, State and Federal level. An example ~~of such a program is~~ the establishment of the Senior Executive Policy Center. Housing must be provided that is equivalent to the status of these individuals.

In addition, the NETC campus has been assigned certain classified missions in the event of an emergency. In view of this decision, planning factors must now be considered to include appropriate modifications to previously approved renovation projects.

During the progress of Building G renovation, changes have been identified which are considered necessary based on the intended use or occupancy of these quarters. The changes identified on the attached forms are considered necessary to upgrade the quality of housing at NETC. The quarters in Building G will be used for housing senior officials attending programs at NETC.

Incorporate the attached changes into the subject contract. The attached requisition 40-1 064823 should cover any additional adjustment to the contract amount.

Attachments

GC:TAinora:jj 10/19/81

B-4

cc:
Official File/NETC
Jett Chron
Ainora Chron
Admin Chron

MEMORANDUM TO: Louis O. Giuffrida
Director

FROM: George W. Jett
General Counsel

SUBJECT: Quarters for the Associate Director of Training and Education at the National Emergency Training Center (NETC)

At a recent meeting with Fred Villella at NETC, I was informed that you were considering a recommendation from Mr. Villella for the restoration of a resident apartment at the NETC to be used by the Associate Director of Training and Education. I would like to give you my legal comments on the feasibility of this recommendation.

As the Director of FEMA, you may provide an employee, directly or by contract, with quarters and facilities, when conditions of employment or availability of quarters warrant the action. (5 U.S.C. § 5911).

Quarters are often provided to forest rangers, light house operators and other similar employees because the nature of their jobs requires that they live where they work, and convenient private housing is not available near their jobs. Since I do not believe that there is a shortage of private housing in the Emmitsburg area, you will have to make a determination that Government-provided housing quarters are necessary to the performance of the Associate Director's job in order to justify Government-provided quarters to the Associate Director. You can only make this determination if quarters are directly related to performing the Associate Director's job in an efficient manner. If the availability of quarters is not related to performing the job in an efficient manner, Government-provided quarters are not warranted.

If you make the decision to provide quarters to the Associate Director, rent will have to be charged in accordance with 5 U.S.C. § 5911 and the guidance given by the Office of Management and Budget in their Circular A-45.

/ 9 Week Beginning November

APPENDIX B-5

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

VETERAN'S DAY

MONDAY, NOVEMBER 9 313	TUESDAY, NOVEMBER 10 314	WEDNESDAY, NOVEMBER 11 315
7	7	7
7:15	7:15	7:15
7:30	7:30	7:30
7:45	7:45	7:45
8	8	8
8:15	8:15	8:15
8:30	8:30	8:30
8:45 FSB/SD/maw	8:45 FSB/SD/maw	8:45
9	9	9
9:15	9:15	9:15
9:30 [illegible] Wiley/[illegible] –	9:30	9:30
9:45 [illegible]	9:45	9:45
10 [illegible] – Visiting [illegible]	10 TSC Earthquake	10
10:15 [illegible] Emergency Managers	10:15 WH/[illegible]/Givens/	10:15
10:30 [illegible]	10:30 [illegible] RM	10:30
10:45	10:45	10:45
11	11	11
11:15	11:15	11:15
11:30	11:30	11:30
11:45 Lunch	11:45	11:45
12 SD	12	12
12:15	12:15	12:15
12:30	12:30	12:30
12:45	12:45	12:45
1	1	1
1:15	1:15	1:15
1:30 [illegible] – [illegible] 711	1:30	1:30
1:45	1:45	1:45
2 [illegible]	2 [illegible] – [illegible] – [illegible]	2
2:15 [illegible] Earthquake	2:15	2:15
2:30 [illegible]	2:30	2:30
2:45	2:45	2:45
3 [illegible] / [illegible] – [illegible]	3 [illegible] –	3
3:15	3:15 [illegible] – [illegible]	3:15
3:30	3:30 [illegible]	3:30
3:45	3:45	3:45
4 [illegible]	4 [illegible]	4
4:15	4:15 [illegible]	4:15
4:30	4:30	4:30
4:45	4:45	4:45
5	5	5
5:15	5:15	5:15
5:30	5:30	5:30
5:45	5:45	5:45
6	6 [illegible] – [illegible]	6
6:15	6:15	6:15
6:30	6:30	6:30
6:45	6:45	6:45
7	7	7
7:15	7:15	7:15
7:30	7:30	7:30
7:45	7:45	7:45

B-6

Office of the Director
Federal Emergency
Management Agency

3/5/84

To: FJV/Jerr

From: LOG

Where are we on authorizing quarters for me on post at NETC-E and NETC-W?

3/9

TO. LOG

There are no formal legislative steps underway on this (which would have to clear OMB) to my knowledge.

Our earlier discussions had centered around Sen. Laxalt offering this authority during our appropriation process in the Senate in April - May.

Fred V., Ron, you and I should talk further.

10/[illegible] 83 E-7

LETTER FOR THE FILE

Mr. Frank Payne called me at home on Saturday, September 24, 1983, at approximately 2:00 p.m. and asked me if I would mind coming to NETC to meet with him, Mr. Fred Villella and Mrs. Villella to discuss the renovation plans for Building "G". He asked if I would pick up a set of plans from my office in Building "E" and meet him in his office in Building "N".

I arrived at NETC at approximately 2:45 p.m., picked up the plans and went to Mr. Paynes office in Building "N". Mr. Payne was not there so I waited in his office. He arrived at approximately 3:00 p.m.

We waited until 4:00 p.m. for Mr. and Mrs. Fred Villella to arrive. Mr. Payne asked if I would bring the plans into Mr. Villella's office. Mr. Payne, Mrs. Villella and I reviewed the plans. Discussing the location and number of bedrooms on 1st and 2nd floors. Also that each had a private tub or a shower bath not connecting bathrooms as previously planned.

We departed Mr. Villella's office and walked to Building "G", 2nd floor. The question was asked if the fireplace worked. I answered that I thought it was for affect only. Being that the building was used by St. Joseph's College Home Economics Department, I said I would check it out the first of the week. Everyone seemed generally pleased with the planned layout of the 2nd floor. We did not look at the first floor.

As a group we walked to "H" Building parking lot. Mr. Villella asked what was planned as far as sprinklers for the Building. I told him that none had been planned for the Building. I informed him a stand-pipe fire department connection was planned for the 1st and 2nd floor halls. He stated he wanted the latest design of the Grinnell Low-Profile Sprinklers on the first floor. I told him I would have the contractor send the sub-contractor to his office the following week to discuss the system he wanted.

We walked across the campus to Building "B" (Pub) and had a coke. I departed at approximately 6:00 p.m.

Monday morning September 26, 1983 at approximately 8:45 a.m., Mr. Payne and Mr. Dick Benjamin, David Contractors foreman, came into the office. Mr. Payne asked if I would come with him to his office in Building "N". Upon arriving Mr. Payne informed us that Mr. Villella wanted the bedrooms in Building "G" to have sitting rooms. Mr. Dick Benjamin, Mr. Payne and I discussed the needed changes to accomplish this. Mr. Payne asked if I could get something together so that Mr. Villella could take it to show Mrs. Villella that evening. I completed the drawing before 5:00 p.m.

(2)

Tuesday morning September 27, 1983, Mr. Payne called and asked if I would come to his office to review some changes Mr. Villella wanted. Following is a list of changes requested by Mr. Payne:

First Floor Changes-

1. Two (2) bedroom suites should be turned back into single rooms.
2. Rooms 104 and 110 should have connecting doors.
3. Provide social room on 1st floor near entrance door.
4. Eliminate partition between rooms 105 and 113, make into a single room.
5. Place wet bar in social room.

Second Floor Changes-

1. Change kitchen room 2nd floor into wet bar - provide complete kitchen in room east of room 206. Eliminate room part of room 208.
2. Install a working fireplace in the location of present non-working fireplace.
3. Check shower size making sure they are large. (36"x36")

The above changes were made on attached plan #1.

MEMORANDUM OF NEGOTIATIONS

SUBJECT: Modification M003, contract EME-C-0044, Definitization of Change Orders M001 and M002 for Renovation of Building "G" at the National Emergency Training Center. The change orders issued were the result of design changes required by the Deputy Associate Director and the Associate Director of NETC. Items 1, 2, 4, 8, 14, 15, 17, & 21, of modification M001 and items 1, 2, 3, 4, & 7 of modification M002 were initiated to correct deficiencies in the specifications provided by the architect-engineering firm.

On November 30, 1983, a meeting was called to order for the purpose of discussing change orders as addressed in September 30, 1983 and October 13, 1983 change order memorandums from Robert Kemp, Project Officer, for subject contract. Those present in the meeting were Mehrle Shriner, Jr., President, David Contractors; Richard Benjamin, Foreman; Victor Buyny, Chief, Procurement Branch; Joseph Weakland, Contracting Officer; Robert Kemp, Project Officer.

The change orders reviewed by Mr. Kemp identified each item number, subject change, and a breakout of cost for each change furnished by David Contractors. Each change order was discussed as a group and as a result, negotiations were finalized on December 8, 1983 as follows:

Change Order	Description
#1 ($15,073.57)	Design and installation of wet pipe sprinkler system for first floor. Anticipated labor hours, hourly rate of $15.00, material cost and subcontractors overhead were determined fair and reasonable.
#2 ($9,387.20)	Fire alarm system design and installation. There were two systems proposed, a Pyron System 3 at $9,387.20 and XL-3 at $20,648.64. It was agreed that the less expensive system would allow adequate fire protection to the building for the cost. The overall cost of the Pyron System 3 including material cost and subcontractor' overhead was fair and reaonable.
#3 (deleted)	Change hollow core and mineral core doors to six panel colonial hard board door. This change was deleted.
#4 & #10 (credit of $1,100)	Change door schedule on A-1 "Door #8, Door type F" to read "Door #3, Door type C", etc. (see change order 4 & 10). A credit of $1,100 was proposed for 14 hours of labor, 7 doors, 4 wood jambs, and 2 hollow metal frames. Total credit was considered fair.
#5 ($518.21)	Change the two notes on A-1 "Door to be secured in weathertight locked position, etc." All costs associated with this change were considered fair and reasonable including subcontractors' overhead.
#6 (deleted)	This change was deleted in its entirety. The cost was determined to be too great to replace existing fireplace.
#7, #8, #11, #12, & #23 ($10,292.17)	These changes involved increased size of bathrooms with showers; partition walls to be shifted; dry wall dropped; framing metal studs; remove existing ceilings and replace with 2 x 4 drop-in

mineral panel ceilings; remove bathroom from room 113 and remove partition dividing rooms 113 & 105; install closet for room and service closet; remove bathroom from room 212 and relocate partitions; cover existing plywood wall inside and outside of closets in room 201 and 213, place molding to cover joint around existing trim. Question was raised as to patching plaster, the total sq. ft. to have been plastered, cost proposed $1,500. Mr. Shriner stated the total cost would be for patching plaster for complete building. Mr. Kemp had no problem with cost proposed, cost approved as submitted. All other costs proposed for these changes were considered fair and reasonable.

#9 & #13 (deleted)	Remove bathroom and replace with kitchenette. Install complete kitchen. These items were deleted per Mr. Kemp's conversation with Mr. Payne.
#14 ($2,861.59)	Install steel beams in rooms 101, 116, and 120. Cost approved as submitted.
#15 & #17 ($9,839.20)	Install main breaker for main distribution panel and associated wiring changes. Questioned the unit price of $9.90 for A.S.P. Breakers and 3.60 per foot for Kindare Channel. Robert Copehnhaver stated the breaker must be a bolt-in type and the Channel calls for ultrastrict. Discussed with Bob Kemp and Bob said this is correct. Prices accepted as submitted. All other costs approved.
#16, #19, & #20 ($7,145.96)	Up-grade the room electric wiring to accomodate refirgerators; install TV and telephone; install lighting in basement and attic. All costs accepted as submitted except subcontractors material item for 3/4 EMT, reduced from $53.12 per hundred to $19.50 reducing amount from $1,062.40 to $390.00. Questioned the 3/4 coupling unit price of $204 per hundred and 3/4" EMT connections at $168.00 per hundered. The coupling specifications call for white metal steel, the connectors call for DPT steel type. Project Officer approved as submitted.
#18, #5, #6, & #7 ($5,719.84)	Install flourescent lighting fixtures in bathrooms. All costs approved as submitted.
#21 & #22 ($4,008.86)	Replace existing galvanized water main in basement with copper; remove existing wall paper. Questioned number of hours for operating steamer and removing wall paper. Mr. Kemp felt since three rooms were involved, the hours proposed are reasonable.

The following are additional change orders submitted by Glenn Waltz and change order forms dated October 13, 1983 furnished by Robert Kemp, Project Officer.

#1, #2, #3, & #4 ($6,625.62)	All costs related to these changes were approved as submitted and are considered fair and reasonable. Change #1 was reduced from $2,070.00 to $1,273.12 since only one sink was required.

A letter from David Contractors dated October 28, 1983 was received requesting a 90 day extension and an increase for supervisory hours. The supervisor receives $13.50 per hour which is considered reasonable. The $180 a day proposed was in error; therefore it was changed to $108.00 per day. The contractor specified the supervisor works 50% of the time therefore reducing the total amount of $7,020 for 65 days to $3,510.

Based on the discussions and review of costs associated with these changes by facility support and procurement personnel, it is determined that the total amount of $73,882.00 agreed to is considered to be fair and reasonable.

SUBMITTED BY:

Joseph R. Weakland
Joseph R. Weakland
Contracting Specialist

12-22-83
Date

TECHNICAL CONCURRENCE:

Robert D. Kemp
Robert Kemp
Assistant Facility Manager

12-22-83
Date

APPROVED BY:

Victor S. Buyny
Victor S. Buyny
Contracting Officer

12-22-83
Date

Memorandum to the File

Requisition #50770 was received in Procurement September 30, 1983 from the Project Officer, Robert Kemp, along with an attachment listing twenty-three changes for renovation of Building G. The estimated cost specified for these changes was $80,000.

A meeting was called to order on September 30, 1983 to discuss these changes for the purpose of getting a clear understanding as to the work already completed and the reasons for such changes. Those present in the meeting were Vic Buyny, Chief, Procurement Branch; Joseph Weakland, Contracting Officer; Robert Kemp, Project Officer; Mehrle Shriner, Jr., President of David Contractors; Richard Benjamin, Foreman.

Each change was discussed as to the reason for such changes. Changes 3, 4, 5, 7, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23 were a result of unknown physical conditions at the site. All other changes were new changes not originally defined in the original drawings and design. The Associate Director for Training and Fire Programs informed the Project Officer that changes 1, 2, 6, 9 and 13 are not to be accomplished until such time the cost estimates for each change are reviewed by him or his Deputy.

Mr. Shriner informed the group that he would furnish a cost breakout for each change as soon as possible. However, several of these changes were causing a delay in renovation of the building. The group immediately made an inspection of the building for the purpose of the Contractor pointing out those changes that were causing delays. As a result of the walk through, it was determined that the contract be modified immediately to set a monetary limitation not to exceed $80,000 until such time cost breakouts are furnished by the Contractor, reviewed by the Project Officer and Deptuy Director, and final negotiations completed.

An Independent Government estimate for these changes was discussed in the September 30, 1983 meeting. The Project Officer stated that he had no way of determining costs associated for each change and since he was shortstaffed, would not be able to even if he had some means of determining estimates.

It was decided that upon receipt of the cost breakouts, the Project Officer would review each cost element, and have Jerry Trout of Technical Services check on all costs with local suppliers believed to be high and these costs questioned by the Project Officer, Contracitng Officer and Chief of Procurement Branch.

9/30/83
Date

Joseph R. Weakland
Joseph R. Weakland
Contracting Officer

September 30, 1983

MEMORANDUM TO: Vic Buyny, Procurement

FROM: Robert Kemp, Facility

SUBJECT: Change orders for Building "G"

The following changes in the design of Building "G" have been approved. Change orders should be requested from the contractor for NETC approval. They should show a complete material and labor breakdown.

1. Design and installation of wet pipe sprinkler system for first floor. Type of system used shall be approved by the Director of the NETC.

2. Design and install fire alarm system in accordance with NFPA code. Install smoke detector according to code to activate local alarm of the fire alarm system.

3. Change specification section 08210 - 2.1.1 "Interior doors" - "Hollow core and mineral core doors" to read "six (6) panel colonial hard board door with wood grain finish".

4. Change door schedule on A-1 as follows:
   "Door # 8, Door type "F" " to read:
   "Door # 3, Door type "C" ".

5. Change the two (2) notes on A-1 "Door to be secured in weathertight locked position. Locking shall be by government" to include:
   Remove interior trim and jamb. Finish opening to match existing wall. Glass in exterior door shall be changed to a forsted glass. Coating shall not be used.

6. Remove existing fireplace in room 204 - install pre-fab metal fireplace with metal flue as approved by local code. Design and layout of fireplace shall be reviewed by NETC.

7. Increase size of bathrooms with showers, Room 103, 106, 107, 112, 121, 122, 125, 126, 209 and 210. Partition walls shall be shifted six (6) inches to increase length and width. Bathrooms 103, 121, 125, 209 and 210 shall be provided with dry wall drop ceilings at 8'-0". All framing shall be metal studs.

8. Remove existing ceilings and replace with 2 x 4 drop-in mineral panel ceiling. Ceiling material shall comply with NFPA code in room 101.

9. Room 116 - Remove bathroom and replace with kitchenette. Design shall be furnished to NETC for approval.

10. Room 110 and 104 - Install door # 4, door type C, lock hardware shall have lock on each side with a special key. Door shall have metal frame.

11. Room 113 and 105 - Remove bathroom from room 113- Remove partition dividing room 113 and 105 - Install closet for room and service closet as shown on revised plan.

12. Room 208 and 212 - Remove bathroom from room 212- Relocate partitions as shown on revised plan.

13. Install complete kitchen - Contractor shall furnish kitchen layout plans for review by NETC.

14. Install steel beams in rooms 101, 116 and 120. Beam size to be furnished by The Baham Corporation.

15. Install main breaker for main distrubution panel and accociated wiring changes.

16. Up-grade the room eletric wiring to accomodate room refrigerators.

17. Furnish and install the following in existing N/DP:
    2 each 50 amp 3 pole breakers
    1 each 300 amp 3 pole breakers

18. Install flourescent lighting fixtures in bathrooms.

19. Install TV and telephone in thin wall conduct.

20. Install lighting in basement and attic as directed by project officer.

21. Replace existing galvanized water main in the basement with copper.

22. Remove existing wall paper from all walls to be painted.

23. Cover existing plywood wall inside and outside of closets in Room 201 and 213. Place molding to cover joint around existing trim.

STANDARD FORM 30, JULY 1966
GENERAL SERVICES ADMINISTRATION
FED. PROC. REG. (41 CFR) 1-16.101

AMENDMENT OF SOLICITATION/MODIFICATION OF C

E-1

1. AMENDMENT/MODIFICATION NO. M004
2. EFFECTIVE DATE 2/23/84
3. REQUISITION/PURCHASE REQUEST NO. 64823
4. PROJECT NO. (If applicable)

5. ISSUED BY CODE
National Emergency Training Center
Procurement Branch, E-218
16825 South Seton Avenue
Emmitsburg, MD 21727

6. ADMINISTERED BY (If other than block 5) CODE
Joseph R. Weakland (301) 447-6771, x6058

7. CONTRACTOR NAME AND ADDRESS (Street, city, county, state, and ZIP Code) CODE FACILITY CODE
David Contractors
POBox 187
Thurmont, MD 21788
V# 915408

8. ☐ AMENDMENT OF SOLICITATION NO. ____
DATED ____ (See block 9)
☒ MODIFICATION OF CONTRACT/ORDER NO. EME-83-C-0044
DATED 8/31/83 (See block 11)

9. THIS BLOCK APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in block 12. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation, or as amended, by one of the following methods:

(a) By signing and returning ____ copies of this amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE ISSUING OFFICE PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If, by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided such telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

10. ACCOUNTING AND APPROPRIATION DATA (If required)

84-7-3520-3220-2-4520 $40,442.00 84-7-4410-3220-2-4520 $52,040.07

11. THIS BLOCK APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS

(a) ☐ This Change Order is issued pursuant to ____
The Changes set forth in block 12 are made to the above numbered contract/order.
(b) ☐ The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc.) set forth in block 12.
(c) ☒ This Supplemental Agreement is entered into pursuant to authority of Mutual agreement of parties and 41 CFR 1-7.602-3
It modifies the above numbered contract as set forth in block 12.

12. DESCRIPTION OF AMENDMENT/MODIFICATION

The contract is hereby modified to incorporate additional changes as identified in pages 2 and 3 of this modification (attached).

Equitable Adjustment Release

The equitable adjustment in the contract price agreed to in this supplemental agreement is accepted by the Contractor as the full, final, complete and entire equitable adjustment to which he is entitled as consideration for these changes.

As a result of this modification, the contract price is increased from $271,659.00 by $92,482.07, to $364,141.07.

As a result of these changes, the completion date for the contract is extended forty-five (45) days, from April 9, 1984 to May 24, 1984.

Except as provided herein, all terms and conditions of the document referenced in block 8, as heretofore changed, remain unchanged and in full force and effect.

13. ☐ CONTRACTOR/OFFEROR IS NOT REQUIRED TO SIGN THIS DOCUMENT ☒ CONTRACTOR/OFFEROR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 3 COPIES TO ISSUING OFFICE

14. NAME OF CONTRACTOR/OFFEROR
BY ____ (Signature of person authorized to sign)

17. UNITED STATES OF AMERICA
BY Victor S. Buyny (Signature of Contracting Officer)

15. NAME AND TITLE OF SIGNER (Type or print) Mehrle F. Shriner, Jr., President
16. DATE SIGNED
18. NAME OF CONTRACTING OFFICER (Type or print) Victor S. Buyny
19. DATE SIGNED 2/23/84

30-101

U.S. G.P.O. 1982-361-526/5032

CHANGE ORDERS TO BUILDING G RENOVATION

1. Install light in guest closet, 1st floor.
2. Install lights in rooms 102 and 200.
3. Install wire mold and electrical device in living room and dining room.
4. Add E. M. lights in hallway, rooms 200, 204 and kitchen.
5. Install wiring for icemaker and lights in room 102.
6. Install cabinets, appliances, dropped ceiling, and exhaust hood in kitchen.
7. Install cabinets, sinks, and icemaker in room 118.
8. Install cabinets, refrigerator, and sink in room 200-A.
9. Prepare walls for washer and dryer in room 200-A.
10. Relocate lavatory in bathroom of room 205.
11. Relocate toilet in bathroom of bedroom #2, room 212.
12. Remove existing medicine cabinet and install new in room 211.
13. Relocate fan coil units in room 205.
14. Remove existing wood floor and sleepers and install quarry tile floor in kitchen.
15. Install trim on exterior of closet doors to match existing in lieu of ranch casing as original specified.
16. Install all new partitions.
17. Key all locks to grand master system.
18. Change 9 bi-fold door units from hollow core flush to 6 panel white pine.
19. Change fan coil unit controls.
20. Add fan coil unit, second floor conference room.
21. Add broiler to kitchen range.
22. Install medicine cabinet in room 209, Library.
23. Install built-in vanity for wash basin with cabinet below and install counter 2" to 3" higher than average in room 209.
24. Install ~~book shelves on exterior wall and~~ Sico Bed (queen size) ~~with bookshelves on each side~~ in room 205, Library.

25. Install vanity type sink with counter 2" to 3" above normal in room 210.

26. Install window seat in north-east corner of room 212.

27. Room 213 - Install shelves in existing closet. Install two 5-foot closets on right as you enter room. Closet to have linen closet at end next to bathroom door.

28. Room 201 - Install vanity type sink with counter 2" to 3" above normal. Install new tile selected by NETC.

29. Room 200-A - Install 30 amp, 220 volt receptacle for clothes dryer. Install separate 20 amp, 110 volt receptacle for washing machine. Install flourescent light inside washer-dryer room with switch. Install 20 amp, 110 volt receptacle for icemaker. Install 20 amp, 110 volt receptacle for ironing board.

30. Install bi-folding louvered wood doors to enclose washer and dryer in room 200-A.

31. Relocate stand pipe and fire department connection from west stair to east stair, room 202.

32. Room 202 - Remove existing dry pipe sprinkler piping from present location (west stair), 2nd floor to basement.

33. Room 200 - Install custom planter box under window. Copper liner shall be provided for planter section.

34. Paint all walls off/white flat. All doors to be stained as existing. All painted wood trim to be off/white eggshell.

35. Room 204 - Bookshelves to remain without doors. Patch areas where hinges existed.

36. Re-install door to provide closet under stairs in west 1st floor entrance, room 102.

37. Install hot and cold water connections. Provide stand pipe for washing machine drain, room 200-A.

38. Room 204 - Install class B flue in existing fireplace. Install gas line for a gas fireplace log unit. Provide shut/off to be convenient but concealed as possible.

39. Install built-in vanity with wash basin - slant toward basin - counter top to be 2" to 3" higher than normal. End of counter to be rounded at corner. Cabinet underneath to have drawer from top to bottom each side with door under sink. Re-install shelves over toilet with doors. Install new tile in entire bathroom.

MEETING W/ MR FRANK HAINE . 11-21-83

CHANGE ORDERS: Bldg "G"

1. INSTALL CLOSET 1ST FLOOR UNDER STAIR -

2. INSTALL PLANTER BOX WEST WALL 2nd FLOOR ENTRANCE HALL -

3. INSTALL WASHER - DRYER WEST END OF ROOM 204 -

4. INSTALL GAS LOG IN FIREPLACE.

5. ROOM 204 - PAINT OFF-WHITE PANELS TO BE PAPERED.

6. INSTALL Fold down BED IN ROOM 205.

7. INSTALL IN 208 (KITCHEN) 6 BURNER GAS RANGE WITH COMMERCIAL EXHAUST FAN. GRILL - MICROWAVE OVEN - SEPERATE OVEN

8. INSTALL HIS - HER'S CLOSET IN ROOM 213 - WEST WALL

9. INSTALL IN ROOM 212 - SEATING AREA IN ROOM RECESS.

Memorandum of Negotiation

SUBJECT: Modification M004 to Contract EME-83-C-0044, Renovation of Building G

On January 4, 1984, the Project Officer, Mr. Kemp, presented to the Procurement Branch forty-one (41) change orders along with cost estimates provided by the Contractor for each. These proposed changes were a result of a management decision by the Associate Director and Deputy Associate Director for Training and Fire Programs. The need and necessity for such changes is addressed in memorandum dated January 28, 1984, tab 24 of this contract.

On February 6, 1984, Vic Buyny, Chief, Procurement Branch; Joseph Weakland, Contract Specialist; and Robert Kemp, Project Officer, reviewed the cost estimates provided by the Contractor. The following is a result of the review and negotiations with the Contractor.

Change Order No.	Proposed Cost	Result of Negotiations	Fixed Price
#1	311.22	Electrical sub-contractor's labor reduced	262.90
#2	883.73	Approved as submitted	883.73
#3	709.46	Approved as submitted	709.46
#4	1,569.26	Material cost reduced	1,502.03
#5	529.24	Subs. material cost reduced	426.66
#6	29,895.40	Labor & material cost reduced	25,019.29
#7	3,621.05	Ice maker plus installation cost deleted	4,888.80
#8	5,220.66	Material and mechanical cost reduced	3,833.08
#9	728.41	Approved as submitted	728.41
#10	797.29	Approved as submitted	797.29
#11	1,062.07	Approved as submitted	1,062.07
#12	313.14	Approved as submitted	313.14
#13	842.03	Approved as submitted	842.03
#14	2,604.91	Material cost reduced	1,361.40
#15	687.33	Approved as submitted	687.33
#16	7,184.09	Material cost reduced	6,802.99
#17	177.95	Approved as submitted	177.95
#18	696.36	Approved as submitted	696.36
#19	119.25	Approved as submitted	119.25
#20	1,741.52	Approved as submitted	1,741.52

#21	1,439.81	Approved as submitted	1,439.81
#22	246.79	Approved as submitted	246.79
#23	769.41	Approved as submitted	769.41
#24	14,817.60	Bookshelves deleted; change king to queen size bed plus labor cost reduced	4,211.22
#25	1,230.99	Approved as submitted	1,230.99
#26	3,706.92	Labor & material cost reduced	1,982.30
#27	5,497.53	Subcontracts cost reduced	5,263.38
#28	6,221.21	Material cost reduced	6,207.78
#29	1,796.67	Electricl subcontractor's cost reduced	1,615.52
#30	851.19	Material cost reduced	822.82
#31	2,792.60	Approved as submitted	2,792.60
#32	1,842.23	Approved as submitted	1,842.23
#33	2,164.67	Labor & material cost reduced	1,552.31
#34	589.51	Approved as submitted	589.51
#35	58.95	Approved as submitted	58.95
#36	Deleted - wall mounted ironing board		
#37	560.19	Approved as submitted	560.19
#38	592.46	Approved as submitted	592.46
#39	combined with change #7		
#40	2,111.32	Approved as submitted	2,111.32
#41	5,892.29	Approved as submitted	5,892.29

The total cost proposed for these changes was $121,326.42. The total negotiated costs were $92,482.07. This resulted in a reduction in cost of $28,844.35. The Project Officer reviewed each negotiated change and felt all labor and material cost was reasonable. The Chief, Procurement Branch, Contract Specialist, and Project Officer feel all costs approved as submitted and the costs reduced for some of the changes are fair and reasonable.

Submitted By: Joseph R. Weakland 2/22/84
Joseph R. Weakland
Contract Specialist
Date

Technical Concurrence: Robert D. Kemp 2/22/84
Robert Kemp
Project Officer
Assistant Facility Manager
Date

Approved By: Victor S. Buyny 2/22/84
Victor S. Buyny
Contracting Officer
Date

Federal Emergency Management Agency
National Emergency Training Center
Emmitsburg, Maryland 21727

February 10, 1984

MEMORANDUM FOR: Vic Buyny, Procurement

FROM: Robert D. Kemp, Facility

SUBJECT: Change Orders - Building "G"
Verbal and Memorandum

VERBAL

1.	To install light in guest closet 1st floor.	$ 262.90
2.	To install lights in rooms 200 and 102.	883.73
3.	To conceal electric wiring in living room and dining room.	709.46
4.	To add E.M. lights in hallway, rooms 200, 204 and kitchen.	1,502.03
5.	Room 118 - Wiring for icemaker and lights.	425.66
6.	Kitchen - Install cabinets, appliances, dropped ceiling, and exhaust hood.	25,019.29
7.	Room 118 - Install cabinets, sinks and ice maker. Number 7 includes #39 Install ice maker.	4,888.80
8.	Room 200A- To install cabinets, refrigerator and sink.	3,833.08
9.	Room 200A - Prepare walls.	728.41
10.	To relocate lavatory in bathroom of room 205.	797.29
11.	To relocate toilet in bathroom in bedroom #210	1,062.07
12.	Room 211 - To remove existing medicine cabinet and install new.	313.14
13.	To relocate fan coil units in room 205, Library.	842.03
14.	To remove existing wood floor and sleepers and install Quarry Tile floor in kitchen.	1,361.40
15.	To install trim on exterior of closet doors to match existing in lieu of ranch casing as specified.	687.33

16. To insulate all new partitions.	$ 6,802.99
17. To key all locks to grand master system.	177.95
18. To change 9 bi-fold door units from hollow core flush to 6 panel white pine.	696.36
19. To change fan coil unit controls.	119.25
20. To add fan coil unit - second floor conference room.	1,741.52
21. To add broiler to kitchen range.	1,439.81
22. To install medicine cabinet in room 209 - Library.	246.79

MEMORANDUM

23. Room 209 - Install built-in vanity for wash basin with cabinet below - install counter 2" - 3" higher than average.	769.41
24. Room 205 - (Library) Install sico bed (Queen size).	4,211.22
25. Room 210 - Install vanity type sink with counter 2" - 3" above normal.	1,230.99
26. Room 212 - Install window seat in north-east corner of room.	1,982.30
27. Room 213 - Install snelves in existing closet - install two 5 foot closets on right as you enter room - closet to have linen closet at end next to bathroom door.	5,263.38
28. Room 201 - Install vanity type sink with counter 2" - 3" above normal - Install new tile to be selected by NETC.	6,207.78
29. Room 200A - Install 30 amp. 220 volt receptacle for clothes dryer - Install seperate 20 amp. 110 volt receptacle for washing machine - Install flourescent light inside washer - dryer room with switch - Install 20 amp. 110 volt receptacle for ice maker - Install 20 amp. 110 - volt receptacle for ironing board.	1,615.52

30.	Room 200A - Install bi-folding louvered wood doors to inclose washer & dryer.	$ 822.82
31.	Room 202 - Relocate stand pipe & fire department connection (see M-02) from west stair to east stair.	2,792.60
32.	Room 202 - Remove existing dry pipe sprinkler piping from present location (west stair) 2nd floor to basement.	1,842.23
33.	Room 200 - Install custom planter box under window, copper liner shall be provided for planter section.	1,552.31
34.	Paint all walls off/white-flat - All doors to be stained as existing - All painted wood trim to be off/white eggshell.	589.51
35.	Room 204 - Bookshelves to remain without doors - patch areas where hinges existed.	58.95
36.	Deleted.	
37.	Room 102 - Re-install door to provide closet under stairs in west 1st floor hall.	560.19
38.	Room 200A - Install hot & cold water connections - provide stand pipe for washing machine drain.	592.46
39.	See #7.	
40.	Room 204 - Install class "B" flue in existing fire place - Install gas line for a gas fire place log unit - provide shut/off to be convenient but concealed as possible.	2,111.32
41.	Install built-in vanity with wash basin - slant toward basin - counter top to be 2" - 3" higher than standard - end of counter to be rounded at corner - cabinet underneath to have drawer from top to bottom each side with door under sink - re-install shelves over toilet with doors - install new tile in entire bathroom.	5,892.29
		$ 92,637.57
	Credit Memo (see attached)	- 155.50
	TOTAL	$ 92,482.07

Credit for tile in deleted existing bathroom	$ 575.00
Credit for repointing of existing bathrooms	100.00
TOTAL CREDIT	675.00
Credit for bathroom changes	387.00
TOTAL CREDIT	$ 1,062.00
Increase for better tile in bathrooms #203, 209, 210 and 211	906.50
TOTAL CREDIT	$ 155.50

B-12

Kitchen - Install cabinets, appliances, dropped ceiling, exhaust hood and wallpaper

Labor:

5 hrs removal & reinstall window @ 12.00	$ 60.00 ´		
12 hrs unloading & placing appliances @ 12.00	144.00		
64 hrs installing cabinets and trim @ 12.00	768.00		
16 hrs installing tile ceiling @ 12.00	192.00		
16 ~~hrs installing wallpaper @ 15.00~~	~~240.00~~		
32 hrs roof framing for 2 vents @ 12.00	~~492.00~~	184.00	
Total Labor		$ 1,788.00	$ 548.—

Materials:

1 Vulcan-Hart Gas Range	$1,698.00 ´		
1 Whirlpool 19 cu. ft. ref. ED-19-MTXL	1,047.20 ´		
1 ElKay Sink - LR-4322	297.00		
1 whirlpool Dishwasher DU-7900XL	459.80		
1 Whirlpool Microwave MW-8750XL	564.30 ´		
Crane	400.00 ´		
135 s.f. Acc. Ceiling tile and grid	270.00 ´		
Framing & curb material for roof curbs	100.00		
20' Cherry cabinets w/formica tops	4,840.28		
Sub Total	$9,675.78		
5% Maryland state tax	483.79		
Sub Total Materials		$10,159.57	
Less credit for original app. & cabinets		(2,107.49)	
Total Materials		$ 8,052.08	

Subcontractors:

Mechanical	$ 760.36		
Roofing	400.00		
7-0' s. steel hood, duct and make-up air system, 2 fans and 2-60W hood lights	5,951.00		
Fire extinguisher system for hood	1,625.00		
Electrical	2,035.10		
Total Subcontractors		$10,771.46	
Sub Total		$20,611.54	20,371.5
General contractors overhead - 10%		2,061.15	2,037.1
Sub Total		$22,672.09	22,408.6
General contractors profit -10%		2,267.26	2,240.8
Sub Total		$24,939.95	24,649.5
Bond - 1.5%		374.10	369.7
TOTAL amount this Item		$25,314.05	25,019.2

#6

GLENN E. WALTZ, INC.
Plumbing and Heating Contractor
GAS AND OIL BURNERS
PUMPS AND WATER SYSTEMS
P. O. BOX 370
332 E. CHURCH ST. - FREDERICK MD. 21701
301-663-4417
24 HOUR SERVICE
NEW INSTALLATIONS
REPAIRS AND REMODELING

December 21, 1983

David Contractors, Inc.
P.O. Box 187
Thurmont, Maryland 21788

RE: National Fire Academy

SUB: Change Orders

ATTN: Merhle Shriner

Gentlemen:

Below is a cost breakdown for installing a gas line from the back wall (ground level) of Building "G" up to the proposed kitchen on the second floor. This price does not include any tanks, pads or regulators.

80'	1 1/2" Copper Tubing @ $1.98/ft.	$158.40
18	1 1/2" Copper Fittings @ $1.84 ea.	33.12
	Hangars and Supports	20.00
	Sub Total	$211.52
Labor - 2 Men/2.5 Days	$125.00/Day	312.50
32%	Labor Burden	100.00
14%	Overhead	73.36
10%	Profit	52.40
5%	Tax	10.58
	Total	$760.36

Sincerely,

GLENN E. WALTZ, INC.

Randy L. Waltz
Vice President

RLW/p

COPENHAVER ELECTRIC
Electrical Contractor
11830 Taneytown Pike
Taneytown, Md. 21787
Phone (301) 447-2814

Date
January 23, 1984

Job Name

To: David Contractors Inc.
General Contracting
P.O. Box 187
Thurmont, Md. 21788

"G" Building
Contract # EME-83-00
South Seton Avenue
Emmitsburg, Md. 21727

Job Description:

Kitchen: Wire for light in kitchen & cabinets light and switch exhaust fan and receptacles.

Quantity	Description of Material	Price	Amount
2	2' x 4' light	34.00	66.00
4	cabinets light	29.00	116.00
7	switches	5.87	41.09
6	Receptacles	5.30	31.80
20	4" x 4" 1-1/2" Box	1.05	21.00
18	Raised Covers	.72	12.96
500'	12-2 B.X.	235.00	117.50
40	B.X. Connectors	.24	9.60
2	F.S. Box	3.85	7.70
2	F.S.W.P. Covers	4.65	9.30
12'	1/2 seal tight	.78	9.36
8	1/2 seal tight connectors	1.32	10.56
18	side supports	.63	11.34
	Misc. fittings & hangers		14.00
	Material costs		480.21
	Md. Taxes		24.01
	Total Material Cost		504.22
	Labor 16hrs. @ 5.29		84.64
	Electrican 56hrs. @ 8.85		495.60
	Working Foreman 16hrs. @ 17.25		276.00
	Labor		856.24
	Insurance & Taxes		248.31
	Total Labor & Taxes & Insurance		1104.55
	Total Material Cost		504.22
	Total Labor & Material Cost		1608.77
	15% Overhead		241.32
			1850.09
	10% Profit		185.01
			2035.10

Respectfully Summitted

To remove existing wood floor and sleepers and install Quarry Tile floor in kitchen.

Labor:

8 hrs to cut & remove existing floor @ 12.00	$96.00

Subcontractors:

#14

135' Quarry tile @ 7.50	$1,012.50
Sub Total	$1,108.50
General contractors overhead - 10%	110.85
Sub Total	$1,219.35
General contractors profit - 10%	121.93
Sub Total	$1,341.28
Bond - 1.5%	20.12
TOTAL amount this Item	$1,361.40

#14

B-15

Memorandum for the File

SUBJECT: Meeting of January 17, 1984 regarding contract EME-C-0044 with David Contractors for the Renovation of Building G

Meeting was called by Mr. Frank Payne, Deputy Associate Director, National Emergency Training Center, at 10:00 am on January 17, 1984. Mr. Payne had apparently scheduled the meeting as a result of a telephone call from Mr. Mehrle Shriner, President of David Contractors. Attending this meeting were Mr. Shriner, Frank Payne, Ron Face, Duane Murray, Victor S. Buyny, and Joe Weakland.

Mr. Shriner expressed concern about the lack of progress on negotiations for the definitization of the remaining changes on Building G. Mr. Payne expressed concern about the dollars proposed for these changes. The result of the discussion was that we should continue to negotiate and attempt to reach agreement on these changes.

After Mr. Shriner left the room, I brought up the fact that no one has provided to Procurement a requirement for these changes. Discussions, outside of the procurement or contracting function, resulted in the cost proposals submitted by David Contractors. I told Mr. Payne that a memorandum should be prepared defining the need for these changes.

Mr. Payne stated that Building G would be used as quarters for senior public officials attending seminars or conferences at NETC. These quarters must be of a better quality because of the officials who will be staying in them.

Mr. Payne then told me to prepare a memorandum for his signature documenting the need for the changes.

Attached is the draft of that memorandum which I prepared based on the comments in that meeting. I forwarded it to Duane Murray for review and submission to Frank Payne.

Victor S. Buyny
Contracting Officer

Federal Emergency Management Agency

National Emergency Training Center
Emmitsburg, Maryland 21727

MEMORANDUM FOR: Victor S. Buyny, Chief
Procurement Branch

THROUGH: Duane Murray
Assistant Associate Director
Management and Administration

FROM: Frank Payne, Deputy Associate Director
Training and Fire Programs

SUBJECT: Changes to Contract EME-C-0044 for the Renovation of Building G

On September 12, 1983, contract EME-C-0044 was awarded to David Contractors for the renovation of Building G at a total firm fixed price of $197,777.00. This renovation was considered necessary to expand the housing facilities at NETC.

NETC is becoming increasingly involved in programs in which the participants are senior government officials at the local, state and federal level. An example of such a program is the establishment of the Senior Executive Policy Center. Housing must be provided that is equivalent to the status of these individuals.

During the progress of Building G renovation, changes have been identified which are considered necessary based on the intended use or occupancy of these quarters. The changes identified on the attached forms are considered necessary to upgrade the quality of housing at NETC. The quarters in Building G will be used for housing senior officials attending programs at NETC.

Incorporate the attached changes into the subject contract. The attached requisition 40-1 #64823 should cover any additional adjustment to the contract amount.

Attachments

Federal Emergency Management Agency

National Emergency Training Center
Emmitsburg, Maryland 21727

JAN 26 1984

MEMORANDUM FOR: Victor S. Buyny, Chief
Procurement Branch

THROUGH: Duane Murray
Assistant Associate Director
for Management and Administration

Frank Payne

FROM: Frank Payne, Deputy Associate Director
for Training and Fire Programs

SUBJECT: Changes to Contract EME-C-0044 for the Renovation
of Building G

On September 12, 1983, contract EME-C-0044 was awarded to David Contractors for the renovation of Building G at a total firm fixed price of $197,777.00. This renovation was considered necessary to expand the housing facility at NETC.

NETC is becoming increasingly involved in programs in which the participants are senior Government officials at the local, State and Federal level. An example of such a program is the establishment of the Senior Executive Policy Center. Housing must be provided that is equivalent to the status of these individuals.

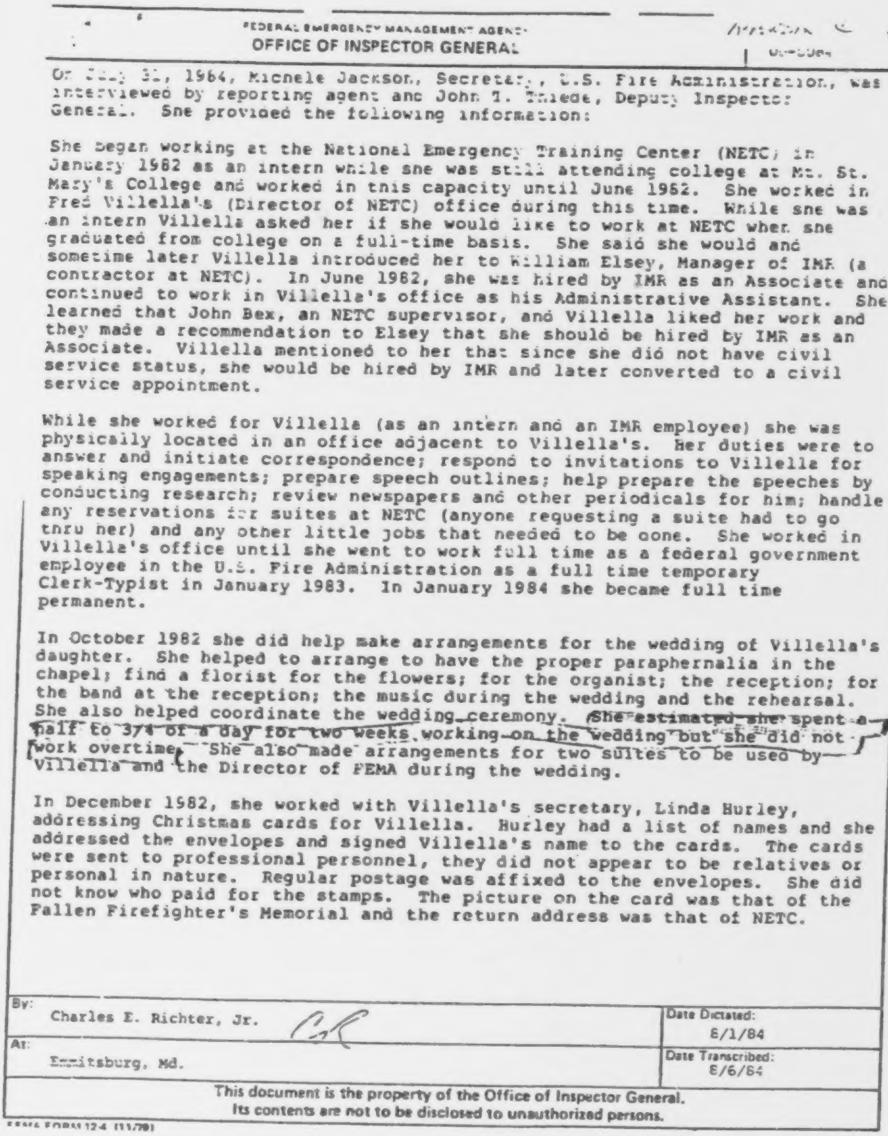
In addition, the NETC campus has been assigned certain classified missions in the event of an emergency. In view of this decision, planning factors must now be considered to include appropriate modifications to previously approved renovation projects.

During the progress of Building G renovation, changes have been identified which are considered necessary based on the intended use or occupancy of these quarters. The changes identified on the attached forms are considered necessary to upgrade the quality of housing at NETC. The quarters in Building G will be used for housing senior officials attending programs at NETC.

Incorporate the attached changes into the subject contract. The attached requisition 40-1 #64823 should cover any additional adjustment to the contract amount.

APPENDIX C

JULY 31, 1984, IG INTERVIEW WITH MICHELLE JACKSON



FEDERAL EMERGENCY MANAGEMENT AGENCY
OFFICE OF INSPECTOR GENERAL

On July 31, 1984, Michele Jackson, Secretary, U.S. Fire Administration, was interviewed by reporting agent and John T. Thiede, Deputy Inspector General. She provided the following information:

She began working at the National Emergency Training Center (NETC) in January 1982 as an intern while she was still attending college at Mt. St. Mary's College and worked in this capacity until June 1982. She worked in Fred Villella's (Director of NETC) office during this time. While she was an intern Villella asked her if she would like to work at NETC when she graduated from college on a full-time basis. She said she would and sometime later Villella introduced her to William Elsey, Manager of IMR (a contractor at NETC). In June 1982, she was hired by IMR as an Associate and continued to work in Villella's office as his Administrative Assistant. She learned that John Bex, an NETC supervisor, and Villella liked her work and they made a recommendation to Elsey that she should be hired by IMR as an Associate. Villella mentioned to her that since she did not have civil service status, she would be hired by IMR and later converted to a civil service appointment.

While she worked for Villella (as an intern and an IMR employee) she was physically located in an office adjacent to Villella's. Her duties were to answer and initiate correspondence; respond to invitations to Villella for speaking engagements; prepare speech outlines; help prepare the speeches by conducting research; review newspapers and other periodicals for him; handle any reservations for suites at NETC (anyone requesting a suite had to go thru her) and any other little jobs that needed to be done. She worked in Villella's office until she went to work full time as a federal government employee in the U.S. Fire Administration as a full time temporary Clerk-Typist in January 1983. In January 1984 she became full time permanent.

In October 1982 she did help make arrangements for the wedding of Villella's daughter. She helped to arrange to have the proper paraphernalia in the chapel; find a florist for the flowers; for the organist; the reception; for the band at the reception; the music during the wedding and the rehearsal. She also helped coordinate the wedding ceremony. She estimated she spent a half to 3/4 of a day for two weeks working on the wedding but she did not work overtime. She also made arrangements for two suites to be used by Villella and the Director of FEMA during the wedding.

In December 1982, she worked with Villella's secretary, Linda Hurley, addressing Christmas cards for Villella. Hurley had a list of names and she addressed the envelopes and signed Villella's name to the cards. The cards were sent to professional personnel, they did not appear to be relatives or personal in nature. Regular postage was affixed to the envelopes. She did not know who paid for the stamps. The picture on the card was that of the Fallen Firefighter's Memorial and the return address was that of NETC.

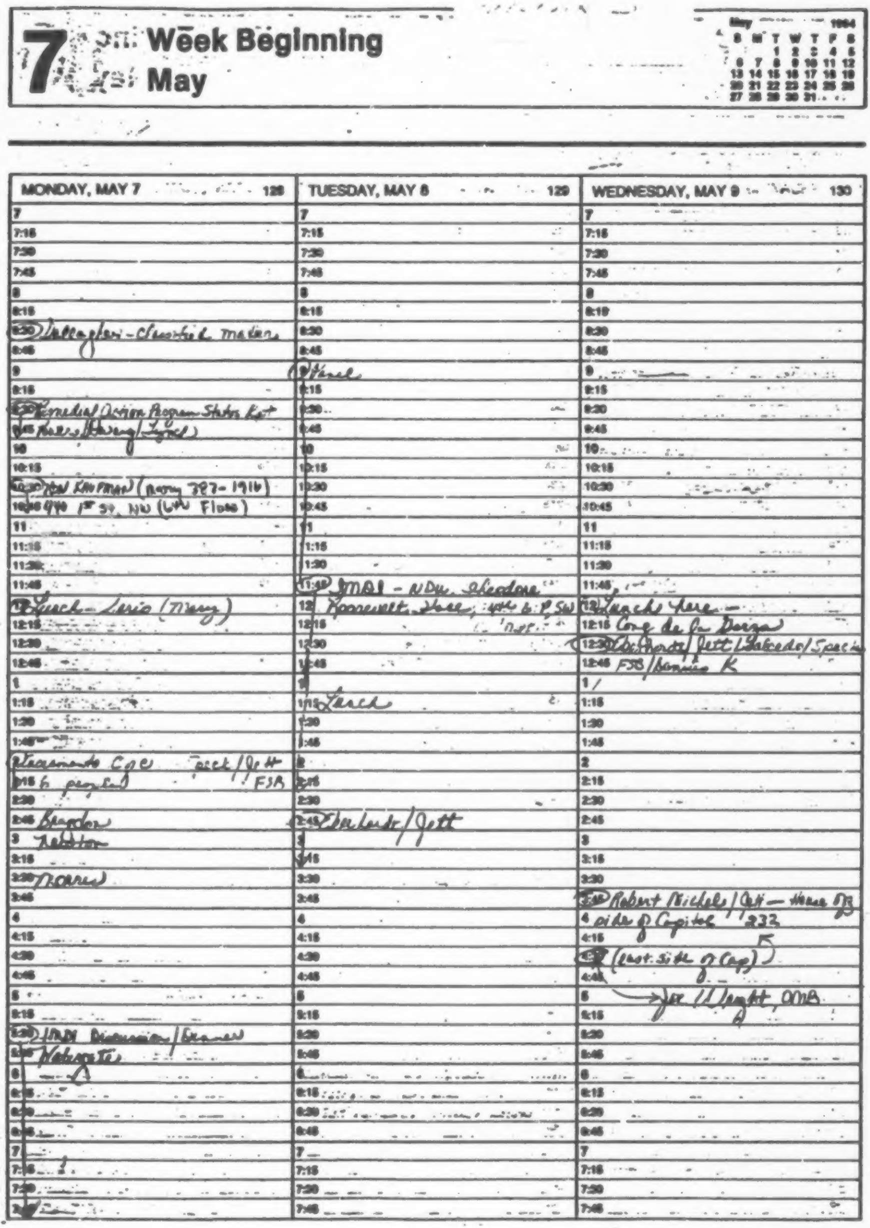
By: Charles E. Richter, Jr.	Date Dictated: 8/1/84
At: Emmitsburg, Md.	Date Transcribed: 8/6/84

This document is the property of the Office of Inspector General.
Its contents are not to be disclosed to unauthorized persons.

FEMA FORM 12-4 (11/79)

APPENDIX D

May 7, 1984, Calendar of Louis Giuffrida



7 Week Beginning May

May 1984

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MONDAY, MAY 7 128	TUESDAY, MAY 8 129	WEDNESDAY, MAY 9 130
7	7	7
7:15	7:15	7:15
7:30	7:30	7:30
7:45	7:45	7:45
8	8	8
8:15	8:15	8:15
8:30 Gallagher - classified matters	8:30	8:30
8:45	8:45	8:45
9	9 Travel	9
9:15	9:15	9:15
9:30 Remedial Action Program Status Rpt	9:30	9:30
9:45 Rollers, Herring/Lynch)	9:45	9:45
10	10	10
10:15	10:15	10:15
10:30 Ken Kaufman (Room 387-1916)	10:30	10:30
10:45 1990 1st St. NW (6th Floor)	10:45	10:45
11	11	11
11:15	11:15	11:15
11:30	11:30	11:30
11:45	11:45 JMAS - NDU, Theodore	11:45
12 Lunch - Lucio (Mary)	12 Roosevelt Hall; 4th & P, SW	12 Lunch here -
12:15	12:15 [illegible]	12:15 Cong de la Garza
12:30	12:30	12:30 [illegible]/Jett/Salcedo/Speck
12:45	12:45	12:45 FSS/Bonnie K
1	1	1 /
1:15	1:15 Lunch	1:15
1:30	1:30	1:30
1:45	1:45	1:45
2 Sacramento Case Speck/Jett	2	2
2:15 & project FSR	2:15	2:15
2:30	2:30	2:30
2:45 Brandon	2:45 [illegible]/Jett	2:45
3 Webster	3	3
3:15	3:15	3:15
3:30 Morris	3:30	3:30
3:45	3:45	3:45 Robert Nichols/Jett — House of Reps
4	4	4 side of Capitol 232
4:15	4:15	4:15
4:30	4:30	4:30 (east side of Cap)
4:45	4:45	4:45
5	5	5 → Joe Wright, OMB
5:15	5:15	5:15
5:30 IADI Discussion/Brennan	5:30	5:30
5:45 Watergate	5:45	5:45
6	6	6
6:15	6:15	6:15
6:30	6:30	6:30
6:45	6:45	6:45
7	7	7
7:15	7:15	7:15
7:30	7:30	7:30
7:45	7:45	7:45

APPENDIX E

MAY 24, 1984 MEMORANDUM FROM DONNA DARLINGTON, CONTRACTING OFFICER TO GEORGE WATSON, ASSOCIATE GENERAL COUNSEL, FEMA

MAY 24 1984

MEMORANDUM FOR: George Watson
Associate General Counsel

FROM: DONNA M. DARLINGTON /s/ Donna M. Darlington
Contracting Officer

SUBJECT: Review of Grant No. EMW-84-G-1682

Attached for your review and comments are the grant document and supporting file for Grant No. EMW-84-G-1682. The grant is a result of a proposal received from the International Management Development Institute for a project titled "Government-Business Cooperation In Strengthening the Economic Foundations for Emergency Preparedness."

I request that your review include a detailed review of the Statement of Work, proposed budget, and our grant file documentation. Upon review, you will note that a cost analysis was not performed nor were negotiations conducted with the Grantee. Also, the proposed budget contains a cost category of $800 for meeting expenses that include refreshments which should be of particular interest to you.

We have been advised by IMDI that General Giuffrida is Chairman of IMDI's Policy Committee. Please consider this fact during your review and advise us of any potential conflict of interest.

We have been informed that Director Giuffrida is most anxious to have the grant awarded, and, hereby request that the review be completed and your comments provided as soon as possible.

Attachments

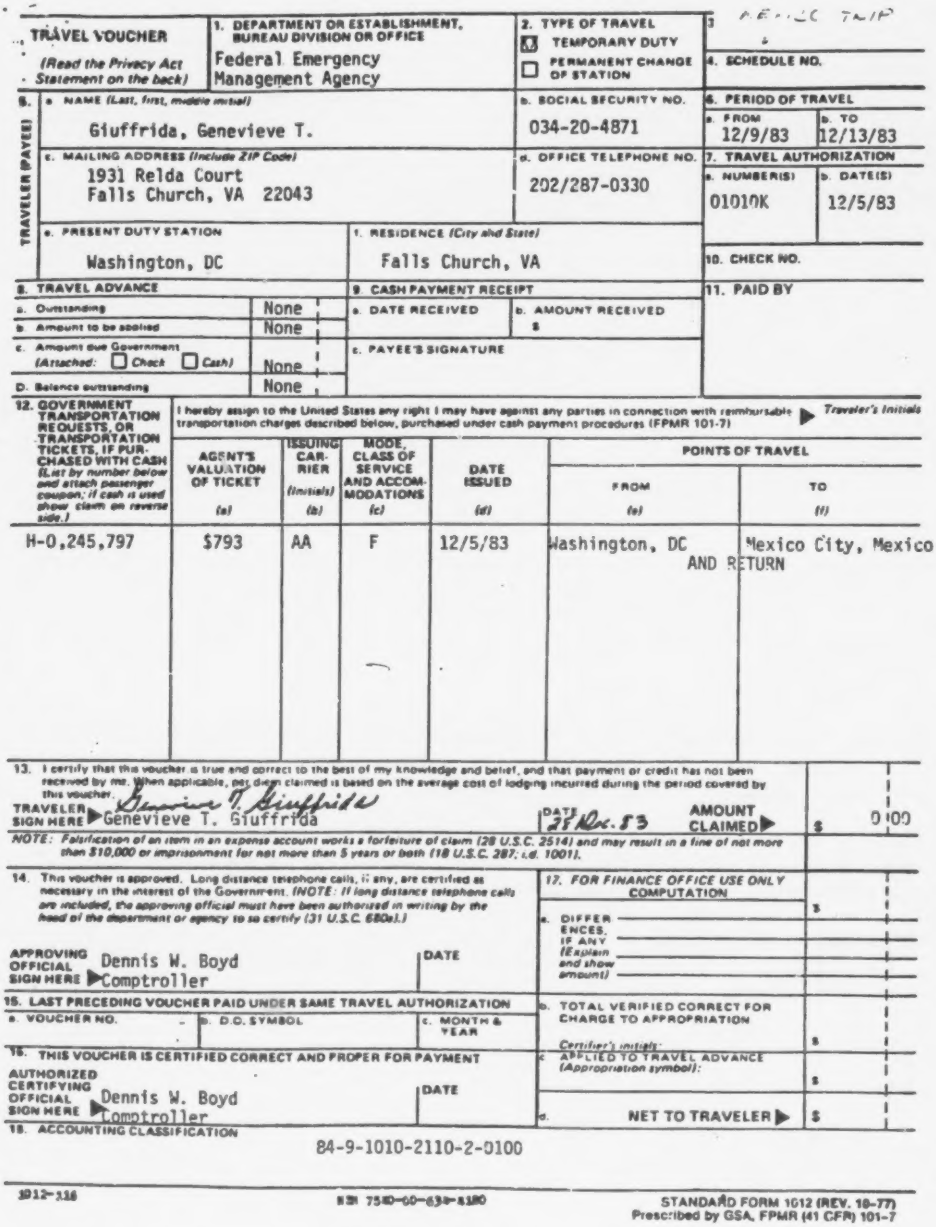
cc:

CF ✓
RF
DMD Chron

AQ-PS/CDW/bev/5-24-84/287-0695

APPENDIX F

Documents Pertaining to Official Travel of Mrs. Giuffrida



TRAVEL VOUCHER
(Read the Privacy Act Statement on the back)

1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE
Federal Emergency
Management Agency

2. TYPE OF TRAVEL
☒ TEMPORARY DUTY
☐ PERMANENT CHANGE OF STATION

3. MEXICO TRIP

4. SCHEDULE NO.

5. TRAVELER (PAYEE)
a. NAME (Last, first, middle initial) Giuffrida, Genevieve T.
b. SOCIAL SECURITY NO. 034-20-4871
c. MAILING ADDRESS (Include ZIP Code)
1931 Relda Court
Falls Church, VA 22043
d. OFFICE TELEPHONE NO. 202/287-0330
e. PRESENT DUTY STATION Washington, DC
f. RESIDENCE (City and State) Falls Church, VA

6. PERIOD OF TRAVEL
a. FROM 12/9/83
b. TO 12/13/83

7. TRAVEL AUTHORIZATION
a. NUMBER(S) 01010K
b. DATE(S) 12/5/83

8. TRAVEL ADVANCE
a. Outstanding None
b. Amount to be applied None
c. Amount due Government (Attached: ☐ Check ☐ Cash) None
D. Balance outstanding None

9. CASH PAYMENT RECEIPT
a. DATE RECEIVED
b. AMOUNT RECEIVED $
c. PAYEE'S SIGNATURE

10. CHECK NO.

11. PAID BY

12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH (List by number below and attach passenger coupon; if cash is used show claim on reverse side.)

I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) ▶ *Traveler's Initials*

	AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)	MODE, CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL FROM (e)	POINTS OF TRAVEL TO (f)
H-0,245,797	$793	AA	F	12/5/83	Washington, DC	Mexico City, Mexico AND RETURN

13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.
TRAVELER SIGN HERE ▶ Genevieve T. Giuffrida
Genevieve T. Giuffrida
DATE 28 Dec. 83
AMOUNT CLAIMED ▶ $ 0 00

NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than $10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. *(NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)*
APPROVING OFFICIAL SIGN HERE ▶ Dennis W. Boyd
Comptroller
DATE

15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION
a. VOUCHER NO.
b. D.O. SYMBOL
c. MONTH & YEAR

16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT
AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ▶ Dennis W. Boyd
Comptroller
DATE

17. *FOR FINANCE OFFICE USE ONLY*
COMPUTATION
$
a. DIFFERENCES, IF ANY *(Explain and show amount)*
b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION
Certifier's initials: $
c. APPLIED TO TRAVEL ADVANCE *(Appropriation symbol):* $
d. NET TO TRAVELER ▶ $

18. ACCOUNTING CLASSIFICATION
84-9-1010-2110-2-0100

1012-116
NSN 7540-00-634-4180
STANDARD FORM 1012 (REV. 10-77)
Prescribed by GSA, FPMR (41 CFR) 101-7

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self-explanatory)*

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel

- *Col. (d) thru (g)* Show amount incurred for each meal, including tax and tips, and daily total meal cost.
- *(h)* Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).
- *(i)* Complete for per diem and actual expense travel.
- *(j)* Show total subsistence expense incurred for actual expense travel.
- *(m)* Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.
- *(n)* Show expenses, such as taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet. PAGE 1 OF 1 PAGES

TRAVEL AUTHORIZATION NO.
01010K

TRAVELER'S LAST NAME
Giuffrida

DATE 19 83	TIME (Hour and am/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expenses)	ITEMIZED SUBSISTENCE EXPENSES							MILEAGE RATE: ¢	AMOUNT CLAIMED		
			MEALS				MISCELLANEOUS SUBSISTENCE	LODGING	TOTAL SUBSISTENCE EXPENSE				
			BREAKFAST	LUNCH	DINNER	TOTAL				NO. OF MILES	MILEAGE	SUBSISTENCE	OTHER
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
12/9		NO EXPENSES CLAIMED											
12/10		NO EXPENSES CLAIMED											
12/11		NO EXPENSES CLAIMED											
12/12		NO EXPENSES CLAIMED											
12/13		NO EXPENSES CLAIMED											
			SUBTOTALS ▶										
			TOTALS ▶										

If additional space is required, continue on another SF 1012-A BACK, leaving the front blank.

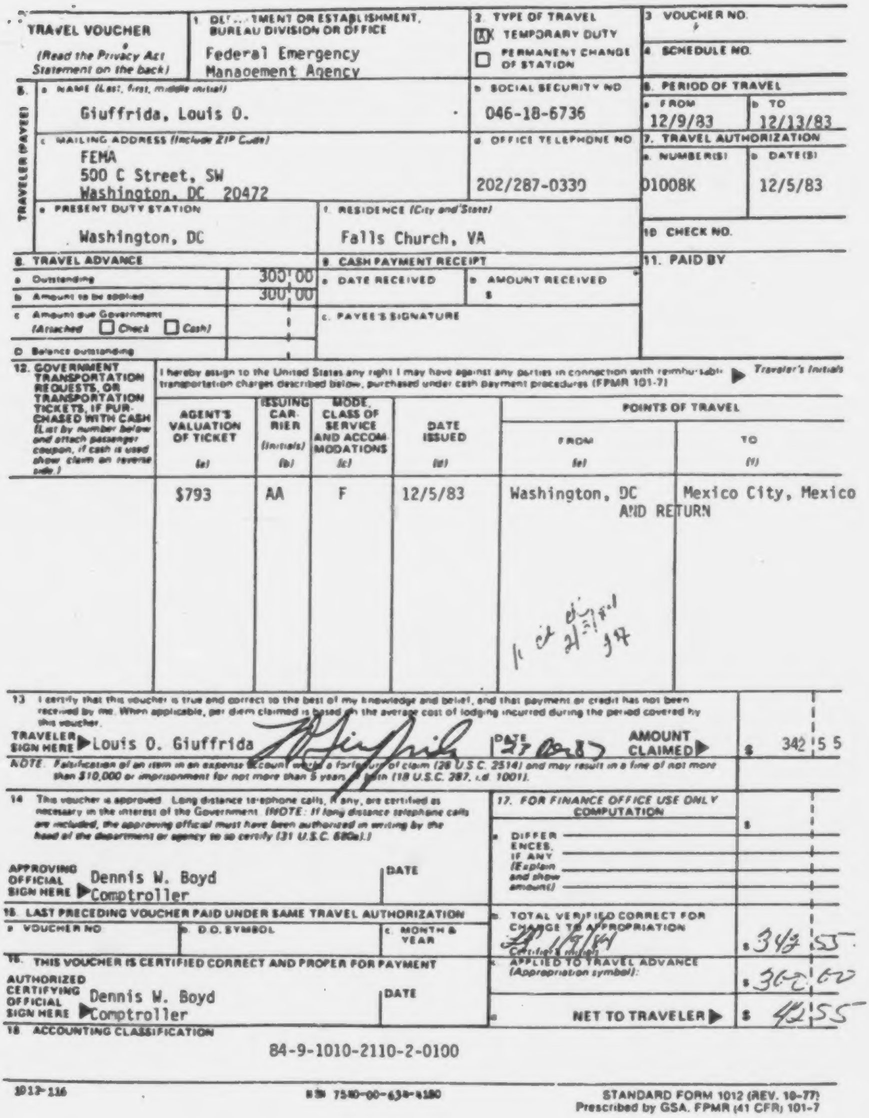
In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶

☆U.S. GPO: 1982-0-361-530/7471

STANDARD FORM 1012 BACK (10-77)



TRAVEL VOUCHER
(Read the Privacy Act Statement on the back)

1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE: Federal Emergency Management Agency

2. TYPE OF TRAVEL
☒ TEMPORARY DUTY
☐ PERMANENT CHANGE OF STATION

3. VOUCHER NO.

4. SCHEDULE NO.

5. TRAVELER (PAYEE)
a. NAME (Last, first, middle initial): Giuffrida, Louis O.
b. SOCIAL SECURITY NO: 046-18-6736
c. MAILING ADDRESS (Include ZIP Code):
FEMA
500 C Street, SW
Washington, DC 20472
d. OFFICE TELEPHONE NO: 202/287-0330
e. PRESENT DUTY STATION: Washington, DC
f. RESIDENCE (City and State): Falls Church, VA

6. PERIOD OF TRAVEL
a. FROM: 12/9/83
b. TO: 12/13/83

7. TRAVEL AUTHORIZATION
a. NUMBER(S): 01008K
b. DATE(S): 12/5/83

8. TRAVEL ADVANCE

a. Outstanding	300.00
b. Amount to be applied	300.00
c. Amount due Government (Attached ☐ Check ☐ Cash)	
d. Balance outstanding	

9. CASH PAYMENT RECEIPT
a. DATE RECEIVED
b. AMOUNT RECEIVED $
c. PAYEE'S SIGNATURE

10. CHECK NO.

11. PAID BY

12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH (List by number below and attach passenger coupon, if cash is used show claim on reverse side.)

I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) ▶ Traveler's Initials

	AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)	MODE, CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL FROM (e)	POINTS OF TRAVEL TO (f)
	$793	AA	F	12/5/83	Washington, DC AND RETURN	Mexico City, Mexico

13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.

TRAVELER SIGN HERE ▶ Louis O. Giuffrida
DATE 27 Dec 83
AMOUNT CLAIMED ▶ $ 342.55

NOTE. Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than $10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287, i.d. 1001).

14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. *(NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)*

APPROVING OFFICIAL SIGN HERE ▶ Dennis W. Boyd
Comptroller
DATE

15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION
a. VOUCHER NO
b. D.O. SYMBOL
c. MONTH & YEAR

16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT

AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ▶ Dennis W. Boyd
Comptroller
DATE

17. FOR FINANCE OFFICE USE ONLY

COMPUTATION

	$
a. DIFFERENCES, IF ANY (Explain and show amount)	
b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION 1/9/84 Certifier's initials	$ 342.55
c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol):	$ 300.00
d. NET TO TRAVELER ▶	$ 42.55

18. ACCOUNTING CLASSIFICATION

84-9-1010-2110-2-0100

1012-116

NSN 7540-00-634-4180

STANDARD FORM 1012 (REV. 10-77)
Prescribed by GSA, FPMR (41 CFR) 101-7

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self-explanatory)*

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel: *Col. (d) thru (g)* Show amount incurred for each meal, including tax and tips, and daily total meal cost.

(h) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc (other than for meals)

(i) Complete for per diem and actual expense travel.

(j) Show total subsistence expense incurred for actual expense travel

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col (j) or maximum rate

(n) Show expenses, such as taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc

Complete this information if this is a continuation sheet. PAGE 1 OF 2 PAGES

TRAVEL AUTHORIZATION NO. 01008K

TRAVELER'S LAST NAME Giuffrida

DATE 19 83 (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES: MEALS: BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE ¢ NO. OF MILES (k)	AMOUNT CLAIMED: MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
12/9	6:10a	Dpt Residence via GOV to National											
	6:40a	Arv National											
		official baggage handling at National											6 00
	7:50a	Dpt National via EA 90											
	11:59a	Arv Mexico			14 00			*43 52	57 52			57 52	
		official baggage handling in Mexico											6 00
		taxi fare											10 00
12/10		In Mexico	2 53	10 00	14 00	26 53		43 52	70 05			70 05	
		taxi fare											8 00
12/11		In Mexico	7 09	12 00	14 00	33 09		43 52	76 61			76 61	
		taxi fare											10 00
12/12		In Mexico	8 55	11 21	24 49	44 25		43 62	87 77			78 00	
									SUBTOTALS ▶			282 18	40 00
									TOTALS ▶			282 18	40 00

If additional space is required, continue on another SF 1012-A BACK, leaving the front blank.

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Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶ $342.55

☆ U.S. GPO 1982-0-381-528/7471

STANDARD FORM 1012 BACK (10-77)

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self-explanatory)*

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationships to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel:
- Col. (d) thru (g) Show amount incurred for each meal, including tax and tips, and daily total meal cost
- (h) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals)
- (i) Complete for per diem and actual expense travel
- (j) Show total subsistence expense incurred for actual expense travel

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate

(n) Show expenses, such as taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet. PAGE 2 OF 2 PAGES

TRAVEL AUTHORIZATION NO. 01008K

TRAVELER'S LAST NAME Giuffrida

DATE 19 83 (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES — MEALS — BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE ¢ — NO. OF MILES (k)	AMOUNT CLAIMED — MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
12/12		taxi fare											8 00
12/13	4:35p	Dpt Mexico via AA 354	4 59										
		official calls											40
		official baggage handling in Mexico											6 00
12/14	12:10a	Arv National											
		official baggage handling at National											6 00
		Exchange Rate: 147 Mexican pesos equals $1 American											
		High rate geographical area; maximum allowable actual subsistence rate of $78 applicable due to high lodging cost.											
		*No additional fee was charged by hotel for Mrs. Giuffrida occupying suite with Mr. Giuffrida.											
										SUBTOTALS ▶			20 40
										TOTALS ▶			20 40

If additional space is required, continue on another SF 1012-A BACK, leaving the front blank.

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Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶ $342.55

STANDARD FORM 1012 BACK (10-77)

Federal Emergency Management Agency
Washington, D.C. 20472

NOV 18 1983

Mrs. Genevieve T. Giuffrida
1931 Relda Court
Falls Church, Va. 22043

INVITATIONAL TRAVEL AUTHORIZATION

Dear Mrs. Giuffrida:

You are invited to attend the Conference under the U.S./Mexico Agreement on Natural Disasters to be held in Mexico City, Mexico for the purpose of participating in the various activities associated with the conference. Invitational travel is authorized for persons when they are serving in a capacity that is related to, or is in connection with, official activities of FEMA.

You are authorized to proceed to Mexico City on December 9, 1983 and return at the completion of the conference.

FEMA will reimburse the cost of first class common carrier, transportation to and from terminals, and pay you actual subsistence allowance not to exceed $78.00 per day.

Your account for reimbursable expenses will be kept open sixty days after completion of your trip. Please fill out the enclosed FEMA Form 20-2, "Travel Schedule and Expenses," and send it to our Office of International Affairs as soon after completion of the trip as possible. A postage paid pre-addressed envelope is enclosed for this purpose. A travel voucher will then be prepared and forwarded to you for your signature. It will be processed for payment as soon as it is received back from you.

Sincerely,

Fred J. Villella
Fred J. Villella
Executive Deputy Director

Enclosure

TA # 01010K
Appropriation 84-9-1010-2100-2-0100
Approximate Cost $1200.00

Federal Emergency Management Agency
Washington, D.C. 20472

NOV 2 2 1983

MEMORANDUM FOR: Post Management Officer
Office of the Executive Director
Room 3260
Department of State
Washington, D.C. 20520

FROM: George H. Patrick III, Director
Office of International Affairs

SUBJECT: Notification of Foreign Travel

NAME AND TITLE:
Louis O. Giuffrida, Director, FEMA
Fravel S. Brown, Confidential Assistant to the Director, FEMA
George H. Patrick, Director, Office of International Affairs
Richard Krimm, Assistant Associate Director, SL-NT, FEMA
Arthur Zeizel, Program Manager, SL-NT-NH, FEMA
Brian Mrazik, Chief SL-NT-NH, FEMA
Kay W. Silver, International Relations Officer, IF, FEMA

DATES OF TRAVEL:
Louis O. Giuffrida - 12/12-13/83
Fravel S. Brown - 12/12-13/83
George H. Patrick - 12/4-14/83
Richard Krimm - 12/4-14/83
Arthur Zeizel - 12/4-14/83
Brian Marzik - 12/4-14/83
Kay W. Silver - 12/4-14/83

CITIES/COUNTRIES TO BE VISITED: Mexico City, Mexico

PURPOSE: To attend the meeting of the Joint Working Groups for Hydro Meteorological and Geological Phenomena (December 5-9, 1983) and/or Consultative Committee (December 13, 1983).

ANTICIPATED CONTACT WITH FOREIGN OFFICIALS: Various officials at the Joint Working Groups for Hydro Meteorological and Geological Phenomena; and the Consultative Committee.

Date 11/30/83

TO: FEDERAL EMERGENCY MANAGEMENT AGENCY
ATTENTION: OFFICE OF INTERNATIONAL AFFAIRS
500 C Street, SW. Suite 833
Washington, D.C. 20472

✓ The Department of State has no objection to this travel.

___ Remarks:

Itineary
for the
Honorable Louis O. Giuffrida
Director, Federal Emergency Management Agency
Visit to Mexico City
December 9-13, 1983

Date	Time	Event
Friday December 9	7:50 A.M.	Depart Washington D.C. (National Airport) via Eastern Airline Flight #907
	9:18 A.M.	Arrive New Orleans
	9:48 A.M.	Depart New Orleans via Eastern Flight #907
	11:59 A.M.	Arrive Mexico City Will be met at airport by Embassy Official and transported to Paseo De La Reforma #325 Hotel Maria Isabel-Sheraton Hotel
	P.M.	Consultations with U.S. Working Group Chairman for Geological and Hydro-Meteorological Phenomena
Saturday December 10	A.M.	Review U.S. position regarding Two Joint Working Groups on Geological and Hydro-Meteorological Phenomena
	P.M.	Bi-Lateral Discussions with Senior Mexican Officials
Sunday December 11	A.M.	✓ Breakfast with U.S. Delegation
	P.M.	Continuation of Bi-Lateral Discussions with Senior Mexican Officials, as appropriate
	P.M.	Social engagement with Officials of Mexican Government
Monday December 12	9:00 A.M.	U.S./Mexican Consultative Committee Meeting on Natural Disasters
	5:00 P.M.	Appointment with Ambassador Gavin, U.S. Embassy

Date	Time	Event
	8:00 P.M.	✓ U.S. Reception for the Consultative Committee, Maria Isabel Sheraton
Tuesday December 13	A.M.	Bilateral discussions with Mexico and Embassy Officials
	4:35 P.M.	Depart Mexico via American Airlines Flight #354
	6:55 P.M.	Arrive Dallas, Texas
	7:55 P.M.	Depart Dallas via American Airlines flight #376
Wednesday December 14	12:10 A.M.	Arrive Washington D.C. (National Airport)

LIST OF UNITED STATES DELEGATION

Honorable Louis O. Giuffrida Director, FEMA	Head of Delegation/Co-Chairman Consultative Committee
Mr. Fravel S. Brown Special Assistant to the Director, FEMA	Consultative Committee
Mr. Richard W. Krimm Assistant Associate Director State and Local Programs (Office of Natural and technological Hazards), FEMA	U.S. Cochairman, Geological Phenomena, and U.S. Cochairman Hydrometeorological Phenomena Working Groups
Mr. George H. Patrick III Director, Office of International Affairs, FEMA	Consultative Committee
Dr. Arthur Zeizel (Geologist) State and Local Programs (Office of Natural and Technological Hazards), FEMA	Geological Phenomena and Hydrometeorological Phenomena
Dr. Brian Mrazik (Hydrologist) State and Local Programs (Office of Natural and Technological Hazards), FEMA	Hydrometeorological Phenomena
Mrs. Kay W. Silver International Relations Officer Office of International Affairs FEMA	Consultative Committee
Department of State	Consultative Committee
Mr. Martin D. Howell, Director Office of Foreign Disaster Assistance	Consultative Committee
Dr. Darrel G. Herd (Seismologist) Department of the Interior	Geological Phenomena
Mr. Richard I. Coleman (Hydrologist) National Oceanic and Atmospheric Administration (NOAA)	Hydrometeorological Phenomena
Mr. Ollie Davidson Disaster Operations Specialist Office of Foreign Disaster Assistance	Consultative Committee
Dr. Jeffrey Lutz Science Attache, American Embassy Mexico City, Mexico	Consultative Committee

LIST OF KNOWN KEY MEXICAN DELEGATION OFFICIALS

Contador Publico Gabriel Alva Valladares Director General for Administration Secretariat of Government	Head of Delegation Mexican Co-Chairman of Consultative Committee
Captain Silvino Aguilar Anguiano Director General of National Meteorological Services	Head of Hydro-Meteorological Phenomena Working Group
Arq. Victor Manuel Lara Martinez Director General of Urban Equipment and Buildings Department of Urban and Ecology	Head of Geological Phenomena Working Group

Attached is a Separate Listing of Other Possible Attendees

REUNION CONSULTIVA

DELEGACION MEXICANA

Secretaría de la Defensa Nacional

General de Brigada, Diplomado del Estado Mayor
Salvador Alvarez Nahara
Subjefe Operativo del Estado Mayor
Defensa Nacional
557-3389

(Suplente)
Teniente Coronel de Infantería J. Jesús Verduzco Montaño
Jefe de la Sección 5a del Estado Mayor
Defensa Nacional
557-3523

Hidrometeorología
Teniente Coronel Enrique González García (meteorólogo)
Subdirector de la Dirección del Servicio Meteorológico
557-3701

(Geología)
Mayor de Infantería Fernando González Moralga
Jefe de la Subsección de Asuntos Civiles
de la Sección 5a del Estado Mayor de la Defensa Nacional
557-3523

Secretaría de Gobernación

Contador Público Gabriel Alva Valladares
Director General de Administración
535-5497, 546-0558

Secretaría de Hacienda y Crédito Público

Lic. Salvador Arriola Barrenechea
Director General de Asuntos Hacendarios Internacionales
521-7054, 542-7967

Secretaría de Comunicaciones y Transportes

Ing. Carlos Morán Moguel
Director General de Aeronáutica Civil
519-7377, 519-6996

Secretaría de Salubridad y Asistencia

Dr. Héctor Fernández Varela
Subsecretario de Salubridad y Asistencia
553-6930

(Suplente)
Dr. Jorge Fernández de Castro Peredo
Director General de Epidemiología
593-0624

Secretaría de Agricultura y Recursos Hidráulicos

(Hidrometereología)
Capitán Silvino Aguilar Anguiano
Director General del Servicio Meteorológico Nacional
515-3188, 515-5954

Secretaría de Desarrollo Urbano y Ecología

(Fenómenos Geológicos)
Arq. Víctor Manuel Lara Martínez
Director General de Equipamiento Urbano y Edificios
519-8793

Ing. Samuel Pérez Peña
Subdirector de Emergencias Urbanas
Dirección General de Equipamiento Urbano y Edificios
271-1029

AGENDA FOR U.S./MEXICO FULL CONSULTATIVE COMMITTEE MEETING

TUESDAY, DECEMBER 13, 1983 -- Meeting will commence at 1000

I. Opening remarks by Chairmen of U.S. and Mexican Delegations

II. Report on progress made by the U.S./Mexico joint working group on geological phenomena and provide additional guidance if required.

III. Report on progress made by the U.S./Mexico joint working group on hydro-meteorological phenomena and provide additional guidance if required

IV. Discussion on national training

V. Arrangements for next meeting of the Consultative Committee

VI. Approval of joint communique (joint press release)

VII. Any Other Business

POSITION PAPER
US/MEXICO CONSULTATIVE COMMITTEE ON NATURAL DISASTERS
MEXICO CITY, D.F.
DECEMBER 13, 1983

AGENDA ITEM I

Subject: Opening Remarks by Chairmen of Mexican and U.S. Delegation

1. ISSUES FOR DECISION:

None. This item will be initiated by the Mexican Co-Chairman Sr. Gabriel Alva Valladares, Director General for Administration, Secretariat of Government. He is expected to welcome the U.S. representatives and then introduce the various members of the Mexican side. These include:

Chairman: Secretariat of Government

Members: Secretariats of:
- Interior
- Foreign Relations
- National Defense
- Navy
- Treasury and Public Credit
- Communications and Transport
- Department of Urban and Ecology
- Health and Welfare

2. U.S. POSITION:

The Honorable Louis O. Giuffrida will express appreciation to the Mexican Government for hosting the meeting and then introduce the U.S. representatives:

Members:
Mr. Martin D. Howell, Director,
Office of Foreign Disaster Assistance

Mr.
Department of State

Also present:
- Mr. George H. Patrick, III, Director, Office of International Affairs, FEMA
- Mr. Richard W. Krimm, Assistant Associate Director, Office of Natural & Technological Hazards, FEMA
- Mr. Fravel S. Brown, Special Assistant to the Director, FEMA
- Dr. Arthur Zeizel (Geologist), State and Local Programs, Office of Natural and Technological Hazards, FEMA
- Dr. Brian Mrazik (Hydrologist), State and Local Programs (Office of Natural and Technological Hazards), FEMA
- Mrs. Kay W. Silver, International Relations Officer, Office of International Affairs, FEMA
- Dr. Darrel G. Herd (Seismologist), Department of the Interior
- Mr. Richard I. Coleman (Hydrologist), National Oceanic and Atmospheric Administration (NOAA)
- Mr. Ollie Davidson, Disaster Operations Specialist, Office of Foreign Disaster Assistance
- Dr. Jeffrey Lutz, Science Attache, American Embassy, Mexico City

3. BACKGROUND:

The members of each delegation are specified in the January 1980 Agreement. It should be noted that the Federal Co-Chairman of Southwest Border Regional Commission is no longer a U.S. member of the Consultative Committee since the Commission ceased to exist as of September 30, 1981. While neither government can add official members to the Consultative Committee itself, the Agreement specifies that "The Committee may also invite other Federal, State or Local authorities and representatives of private organizations to the meetings of the working groups with the prior express agreement of both parties and as long as the role of such additional participants has been defined beforehand."

- The first meeting of the U.S./Mexico Consultative Committee met in Mexico City on April 28-29, 1980.
- As a result of that meeting the Two Joint Working Groups on Geological and Hydro-Meteorological Phenomena were established.
- The first formal meeting of the Two Joint Working Groups on Geological and Hydro-Meteorological Phenomena took place in Mexico City, July 26-30, 1982.

4. ANTICIPATED MEXICAN POSITION:

Formal introduction of the Mexican membership.

5. TACTICAL CONSIDERATION:

None. Since the meeting is being held in Mexico, the Senior Mexican representative will chair the meeting. He will speak first.

6. SPEAKING PAPER:

A prepared speech is attached for your use.

TRAVEL VOUCHER

(Read the Privacy Act Statement on the back)

1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE: Federal Emergency Management Agency

2. TYPE OF TRAVEL: ☒ TEMPORARY DUTY ☐ PERMANENT CHANGE OF STATION

4. SCHEDULE NO.

5. TRAVELER (PAYEE)

a. NAME (Last, first, middle initial): Giuffrida, Genevieve T.

b. SOCIAL SECURITY NO.: 034-20-4871

c. MAILING ADDRESS (Include ZIP Code):
1931 Relda Court
Falls Church, VA 22043

d. OFFICE TELEPHONE NO.

e. PRESENT DUTY STATION

f. RESIDENCE (City and State): Falls Church, VA

6. PERIOD OF TRAVEL: a. FROM 3/24/84 b. TO 4/10/84

7. TRAVEL AUTHORIZATION: a. NUMBER(S) 01013K b. DATE(S) 3/12/84

10. CHECK NO.

11. PAID BY

8. TRAVEL ADVANCE

a. Outstanding	None
b. Amount to be applied	None
c. Amount due Government (Attached: ☐ Check ☐ Cash)	None
D. Balance outstanding	None

9. CASH PAYMENT RECEIPT

a. DATE RECEIVED

b. AMOUNT RECEIVED $

c. PAYEE'S SIGNATURE

12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH (List by number below and attach passenger coupon; if cash is used show claim on reverse side.)

I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) ▶ Traveler's Initials

12.	AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)	MODE, CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL FROM (e)	POINTS OF TRAVEL TO (f)
H-0,217,152	$4298.00	TWA	F,P,C	3/19/84	Washington, DC Brussels, Belgium Rome, Italy Tel Aviv, Israel Paris, France	Brussels, Belgium Rome, Italy Tel Aviv, Israel Paris, France Washington, DC

ACCOUNTING DIVISION DOCUMENT CONTROL
JUN 1 11 28 AM '[illegible]
FEDERAL EMERGENCY MANAGEMENT AGENCY

OFFICE OF COMPTROLLER
JUN 1 10 27 AM '84

13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.

TRAVELER SIGN HERE ▶ Genevieve T. Giuffrida
Genevieve T. Giuffrida

DATE 26 April 84

AMOUNT CLAIMED ▶ 00

NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than $10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)

APPROVING OFFICIAL SIGN HERE ▶ Fred J. Villella
Exec Dep Dir

DATE

15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION

a. VOUCHER NO.

b. D.O. SYMBOL

c. MONTH & YEAR

16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT

AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ▶ Dennis W. Boyd
Comptroller

DATE

17. FOR FINANCE OFFICE USE ONLY COMPUTATION

	$
a. DIFFERENCES, IF ANY (Explain and show amount)	
b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION Certifier's initials:	$
c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol):	$
d. NET TO TRAVELER ▶	$

18. ACCOUNTING CLASSIFICATION

84-9-1010-2110-2-0100

1012-116

NSN 7540-00-634-4180

STANDARD FORM 1012 (REV. 10-77)
Prescribed by GSA, FPMR (41 CFR) 101-7

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INSTRUCTIONS TO TRAVELER *(Unlisted items are self-explanatory)*

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel:

- Col. (d) thru (g) Show amount incurred for each meal, including tax and tips, and daily total meal cost.
- (h) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).
- (i) Complete for per diem and actual expense travel.
- (j) Show total subsistence expense incurred for actual expense travel.
- (m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.
- (n) Show expenses, such as taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet.
PAGE 1 OF 1 PAGES

TRAVEL AUTHORIZATION NO.
01013K

TRAVELER'S LAST NAME
Giuffrida, G

DATE 19 84	TIME (Hour and am/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense)	ITEMIZED SUBSISTENCE EXPENSES							MILEAGE RATE ¢	AMOUNT CLAIMED		
			MEALS				MISCELLANEOUS SUBSISTENCE	LODGING	TOTAL SUBSISTENCE EXPENSE	NO. OF MILES	MILEAGE	SUBSISTENCE	OTHER
			BREAKFAST	LUNCH	DINNER	TOTAL							
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
		NO EXPENSES CLAIMED											
SUBTOTALS ▶													
TOTALS ▶													

If additional space is required, continue on another SF 1012-A BACK, leaving the front blank.

In compliance with the Privacy Act of 1974, the following information is provided. Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶

★ U.S. (MENT PRINTING OFFICE : 1983 O - 421-526 (9151)

STANDARD FORM 1012 BACK (10-77)

Federal Emergency Management Agency
Washington, D.C. 20472

MAR 12 1984

Mrs. Genevieve T. Giuffrida
1931 Relda Court
Falls Church, Va. 22043

INVITATIONAL TRAVEL AUTHORIZATION

Dear Mrs. Giuffrida:

You have been invited by the Goverments of Italy and Israel to participate in activities associated with discussions being conducted by the U.S. Representative to NATO's Senior Civil Emergency Planning Committee (SCEPC). Further, the U.S. Delegate to NATO's SCEPC is required to discuss with the Government of France, their interest in developing a consolidated civil emergency preparedness organization. Also, it is necessary for you to participate in the representation requirements associated with the U.S. SCEPC Representative's duties while attending the Plenary Session of the SCEPC in Brussels, also Rome, Tel Aviv and Paris. To accomplish these commitments, you are invited to proceed on or about March 23, 1984, to Brussels, Belgium, Rome, Italy, Tel Aviv, Israel and Paris France and at the conclusion of these events to return to the United States.

FEMA will reimburse the cost of first class common carrier, transportation to and from terminals, and pay you actual subsistence allowance which shall not exceed the daily per diem rates for each country.

Your account for reimbursable expenses will be kept open sixty days after completion of your trip. Please fill out the enclosed FEMA Form 20-2, "Travel Schedule and Expenses," and send it to our Office of International Affairs as soon after completion of the trip as possible. A postage paid pre-addressed envelope is enclosed for this purpose. A travel voucher will then be prepared and forwarded to you for your signature. It will be processed for payment as soon as it is received from you.

Sincerely,

Fred J. Villella
Executive Deputy Director

Enclosure

TA # 01013K
Appropriation 84-9-1010-2110-2-0100
Approximate Cost $7,200.00

Federal Emergency Management Agency
Washington, D.C. 20472

4/16/84
10:20 a.m.

MEMORANDUM FOR: Gerald Martin
Executive Administrator

FROM: Arthur E. Curry, Chief
Policy Division
Office of the Comptroller AEC

ING
ON
TRAVL

SUBJECT: Travel Inquiry

On April 16, 1984, at approximately 10:00 a.m., I received a telephoı call from a Ms. Val Paraham, Travel Management Section, General Serv Administration, telephone 472-1944.

The purpose of the inquiry was to ascertain the reasons for the difference in cost applicable to the following travel. Each traveler had the same travel itinerary.

Date of Departure	Person	Cost
3/23	Garret Miller George Patrick	$2,979 $2,979
3/24	Gerald Martin	$4,709
3/24	Louis O. Giuffrida	$4,298
3/24	Genevieve Giuffrida	$4,298

I asked Ms. Paraham what caused this inquiry. She replied that as part of her travel management oversight responsibilities, she had reviewed a Travel Management Report submitted by the Omega Travel Agency and noticed the difference in costs. I informed her that I would review the matter and provide an explanation.

TALKING POINTS
For Discussions With
Prefect Gomez y Paloma
Director General of Civil Protection and Anti-Fire Service

Background.

You have met with Prefect Paloma both in Washington and Brussels. During his most recent visit to Washington, he was briefed on FEMA's roles and missions, toured the EICC and was briefed on emergency operations. However, Prefect Paloma was recalled to Rome. You may recall during his visit he invited you to visit Rome and he also invited you and Mrs. Giuffrida to stay at his farm during your first weekend in Italy. The invitation was declined. In view of declining his invitation, you may wish to express your disappointment, but you had other commitments that were previously arranged.

You May Wish To Raise.

- Your disappointment in not seeing him in Brussels etc.
- Reinforce your gains in emergency management with the U.S. e.g., the Integrated Emergency Management System, also, the current status of the Emergency Mobilization Preparedness Board.
- Your experience before the Congress during the annual hearings on budget. All Alliance countries are having economic troubles. You can explain our difficulties with imbalance of trade and the deficit, which directly effects the President's ability to establish his budgetary priorities.

הועדה לאנרגיה אטומית
ATOMIC ENERGY COMMISSION

DIVISION
OF OPERATION & ORGANIZATION

TEL-AVIV, ISRAEL
P.O.B. 7061, TEL. 415111-6
CODE 61070

Cables:
Atomenergy Tel-Aviv
TELEX: 33450 ST FT IL

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Mr. Louis O. Giuffrida
Director,Federal Emergency Management Agency
Washington D.C. 20472
U.S.A

Dear Mr. Guiffrida,

I am happy to hear that your visit to Israel has been finalized and that we will have the occasion to spend time with you at the Israel Atomic Energy Commission on Thurs. afternoon, April 5.

I realize that a 3 hour meeting with our people is not enough to cover the wide spectrum of Emergency Operations. I therefore sugest that you dwell, if possible, on the following points:

1) The organization of U.S Emergency Services, overview and histori
perspectives.
2) Organization for large scale peacetime emergency, particularly the nuclear reactor (power station and naval vessel) accidents.
3) Emergency organization and operations in wartime.
4) Population sheltering and large scale evacuation.
5) Emergency service (communications, medical, etc.),emergency equipment and instrumentation.

6) Public information, acceptance and cooperation.
7) Large scale exercises (on national and state level) for nuclear reactor accidents.

I think that briefing by KOC the time would be best spent if you would open with a 1-1½ hour talk and leave the remaining time open for discussion.

We look forward to have you with us.

Yours very truly

Ami Ziv

מדינת ישראל
STATE OF ISRAEL
MINISTRY OF DEFENCE
MELACH - National Emergency Economy Board

Tel-Aviv, February 26, 1984

Mks
6

Mr. George Patrick
Director of International Affairs
Federal Emergency Management Agency
Washington, D.C. 20472
U.S.A.

Dear Mr. Patrick,

Following is a suggested program for the visit of Mr. and Mrs. Louis O. Giuffrida in Israel during the dates of April 3-7, 1984.

Due to the short period allocated for this visit, we will not be able to present a wide spectrum of topics we wanted to present - including various institutes which are attached to the activities of FEMA, e.g. the I.D.F Civil Defense Corps, training base, etc.

As understood from your conversation with Mr. Moshe Gat, Mr. and Mrs. Giuffrida will arive on Tuesday evening, the 3rd of April, and will depart on Saturday, the 7th of April. We are planning the program of visit according to these dates.

The escort for this visit will be Col. (Res.) Etan Shimshoni - Chief of Staff of National Emergency Economy Committee of the Northern Command.

The suggested program includes:

- One day in Jerusalem, including: meeting with Israel Minister of Internal Affairs and his deputies responsible for PESACH (E.R.D. - Evacuation of Civilians, Relief and social assistance to the homeless and Burial of Dead), the General Commander of the Police and the Commander of the Civil Guards; visit to the Israel Parliament (Knesset) and tour of main sites of New and Old Jerusalem, and Bethlehem.

- One day in Tel-Aviv, including: meetings with Israel Minister of Defense and the Director General of the Ministry of Defense, with I.D.F. Officers; visit to the Special Unit of the Police and an afternoon and evening with the Israel Atomic Energy Commission.

- One day in Northern Israel, including Nazareth, Tiberias and the Sea of Galilee, Capernaum and a kibbutz.

During the meetings of Mr. Giuffrida, Mrs. Giuffrida will be taken to sightseeing tours to places of interest in the area.

We are looking forward to getting from you further details about the visit.

Sincerely,

A. Caspi
Ami Caspi
Public Information Officer-MELACH

Federal Emergency Management Agency
Washington, D.C. 20472

February 24, 1984

MEMORANDUM FOR: The Comptroller

FROM: Fred J. Villella
Executive Deputy Director

SUBJECT: Accommodations While on Travel Status

In connection with the Director's NATO responsibilities as the United States Representative to the Senior Civil Emergency Planning Committee (SCEPC), he will attend the SCEPC Plenary meeting scheduled to be held in Brussels, Belgium March 28-29, 1984.

Subsequent to the SCEPC meeting in Brussels, the Director and his party will travel to Italy and Israel at the invitation of those Governments to discuss civil protection and civil preparedness issues. In view of the fact that these consultations will be tightly scheduled, it is required that the Director and his party utilize hotel accommodations that are in close proximity to the places where the discussions are scheduled. Further, the representation requirements placed on the Director during these visits dictate that his accommodations are such that he may accomplish these tasks.*

Therefore, it is determined that in accordance with GAO decision B-209375, that the American Embassy in Italy and Israel utilize FEMA fund citation to compensate the hotels for accommodations required for the Director and his party.

* The hotel accommodations were arranged for by the American Embassy, Rome and the American Embassy, Tel Aviv.

Department of State TELE

PAGE 01 OF 02 STATE 030225 4878 EUC1261
ORIGIN FEMA-02

INFO PPP-01 PMS-01 IT-02 NE-02 PMS-01 PM-01 XX-01
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DRAFTED BY FEMA:GHPATRICK
APPROVED BY EUR/RPM:JDBANKS
EUR/RPM/D:SCRISR
EUR/NE:ESHOLIN
NEA/IAI:JHERBST
EUR/RPM/D:MEBARER

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CONFIDENTIAL STATE 030225

E.O. 12356: DECL: OADR
TAGS: OTRA
SUBJECT: VISITS OF THE DIRECTOR, FEDERAL EMERGENCY MANAGEMENT AGENCY

REFS: (A) ROME 53
(B) STATE 348622
(C) ROME 31257
(D) ROME 01731

1. THE HONORABLE LOUIS O. GIUFFRIDA (EXECUTIVE LEVEL 2) DIRECTOR, FEDERAL EMERGENCY AGENCY (FEMA), WILL HEAD THE U.S. DELEGATION TO THE NATO SENIOR CIVIL EMERGENCY PLANNING COMMITTEE (SCEPC) MEETING IN PLENARY SESSION AT HQ NATO. AT THE CONCLUSION OF THE SCEPC MEETING, MR. GIUFFRIDA WILL TRAVEL TO ROME MARCH 29 - APRIL 3; AND TO TEL AVIV APRIL 3-7, 1984, AT THE INVITATION OF THE GOVERNMENTS OF ITALY AND ISRAEL.

2. MR. GIUFFRIDA WILL BE ACCOMPANIED BY MRS. GIUFFRIDA; MR. GERALD S. MARTIN, (SES-6) EXECUTIVE ADMINISTRATOR, FEMA; MR. GEORGE H. PATRICK, DIRECTOR, OFFICE OF INTERNATIONAL AFFAIRS, FEMA; AND MR. GARRETT E. MILLER, INTERNATIONAL RELATIONS OFFICER, FEMA. TRAVEL ARRANGEMENTS WILL BE FORWARDED BY SEPTEL.

3. FOR U.S. MISSION NATO: WHILE IN BRUSSELS, MR. GIUFFRIDA WISHES TO MEET WITH THE AMBASSADOR AND OTHER SENIOR OFFICIALS AS THE MISSION DEEMS APPROPRIATE. REQUEST THE MISSION ARRANGE HOTEL ACCOMMODATIONS-FOR MR. AND MRS. GIUFFRIDA AND PARTY AT THE ROYAL WINDSOR IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:

MR. AND MRS. LOUIS O. GIUFFRIDA, NIGHTS OF MARCH 25-28 INCLUSIVE (DOUBLE WITH BATH);

MR. GERALD S. MARTIN, NIGHTS OF MARCH 25-28, INCLUSIVE (SINGLE WITH BATH);

MR. GEORGE H. PATRICK, NIGHTS OF MARCH 24-28, INCLUSIVE (SINGLE WITH BATH);

MR GARRETT S. MILLER, NIGHTS OF MARCH 24-27, INCLUSIVE (SINGLE WITH BATH).

NOTE: MESSRS. GIUFFRIDA, MARTIN, PATRICK AND MILLER

STATE 030225 4878 E

HOLD CTS SECURITY CLEARANCES).

ALSO, IT IS REQUESTED THAT OFFICIAL TRANSPORTATION BE PROVIDED THE PARTY FROM MARCH 25 UNTIL DEPARTURE.

Chris
SCEPC

4. FOR AMEMBASSY ROME:

(A) MR. AND MRS. GIUFFRIDA AND PARTY WILL ARRIVE IN ROME DURING THE EVENING OF MARCH 29. (DETAILED TRAVEL SCHEDULE FOLLOWS IN SEPTEL.) IT WOULD BE APPRECIATED IF THE EMBASSY WOULD PROVIDE THE CUSTOMARY COURTESIES UPON ARRIVAL AND DEPARTURE. ALSO, IT WOULD BE MOST CONVENIENT IF OFFICIAL TRANSPORTATION COULD BE MADE AVAILABLE DURING THE PARTY'S STAY IN ROME. IF THIS IS A PROBLEM, WE WILL PROVIDE A FUND CITE FOR COMMERCIAL TRANSPORTATION WITH A BILINGUAL DRIVER. WE WOULD APPRECIATE IT IF THE EMBASSY WOULD ARRANGE HOTEL ACCOMODATIONS, IN CLOSE PROXIMITY OF THE EMBASSY FOR THE PARTY, IN ACCORDANCE TO THE FOLLOWING SCHEDULE:

MR. AND MRS. GIUFFRIDA, NIGHTS OF MARCH 29 - APRIL 2, INCLUSIVE : (DOUBLE WITH BATH);

MR. MARTIN, NIGHTS OF MARCH.29 - APRIL 2, INCLUSIVE (SINGLE WITH BATH);

MR. PATRICK, NIGHTS OF MARCH 29 - APRIL 2, INCLUSIVE (SINGLE WITH BATH);
MR. MILLER, NIGHTS OF MARCH 28 - APRIL 1, INCLUSIVE (SINGLE WITH BATH).

IT WOULD BE MOST CONVENIENT IF ALL MEMBERS OF MR. GIUFFRIDA'S PARTY COULD BE BILLETED IN THE SAME HOTEL. (B.) REGARDING INVITATION IN REFTEL D, BECAUSE OF PREVIOUS COMMITMENTS IT IS WITH REGRET THAT MR. AND MRS. GIUFFRIDA WILL BE UNABLE TO ACCEPT THE KIND OF INVITATION OF THE DIRECTOR OF CIVIL PROTECTION, PREFECT GOMEZ Y PALOMA, TO SPEND THE WEEKEND OF MARCH 30 — — APRIL 1, AT THE COUNTRY HOME OF-THE PREFECT. DURING THE ROME VISIT MR. GIUFFRIDA WISHES TO-VISIT WITH THE AMBASSADOR AND THE RECOMMENDEDITALIAN OFFICIALS, AS-PROPOSED IN REFTEL A AND D. ALSO,-HE IS DESIROUS OF MEETING WITH: UNDER SECRETARY SUSANNA AGNELLI, MINISTRY OF FOREIGN AFFAIRS AMBAMBASSADOR-DESIGNATE WILSON. IF IT COULD BE ARRANGED, A SPECIAL AUDIENCE WITH THE POPE FOR MR. AND MRS. GIUFFRIDA WOULD BE APPRECIATED. CURRENTLY, MR. GIUFFRIDA WILL DEPART ROME MID-DAY ON APRIL 3.

5. FOR AMEMBASSY TEL AVIV: MR. AND MRS. GIUFFRIDA AND PARTY WILL ARRIVE IN TEL AVIV LATE AFTERNOON APRIL 3. (DETAILED TRAVEL SCHEDULE FOLLOWS IN SEPTEL.) FOR-PLANNING, MR. MOSHE GAT, ACTING CHAIRMAN OF THE SUPREME NATIONAL EMERGENCY ECONOMY BOARD, IS PREPARING-A SCHEDULE FOR THE VISIT. HOWEVER, WOULD-APPRECIATE THE EMBASSY'S ASSISTANCE IN OVERSEEING DEVELOPMENT OF THE SCHEDULE FOR MR. GIUFFRIDA. IT WOULD BE MOST HELPFUL IF THE EMBASSY COULD ARRANGE HOTEL ACCOMODATIONS-AS FOLLOWS:

MR. AND MRS. GIUFFRIDA, NIGHTS OF APRIL 3-6, INCLUSIVE (DOUBLE WITH BATH);

MR. MARTIN, NIGHTS OF APRIL 3-6, INCLUSIVE (SINGLE WITH BATH);

MR. PATRICK, NIGHTS OF APRIL 3-6, INCLUSIVE (SINGLE WITH BATH);

MR. MILLER, NIGHTS OF APRIL 3-6, INCLUSIVE (SINGLEWITH

BATH).

MR. GIUFFRIDA WOULD APPRECIATE A MEETING WITH THE AMBASSADOR AND SENIOR OFFICIAL OF THE GOVERNMENT OF ISRAEL AS THE EMBASSY DEEMS APPROPRIATE.

6. FOR ALL ADDRESSEES: REQUEST SCHEDULE OF MEETINGS, TOGETHER WITH NAMES AND TITLES OF OFFICIALS INVOLVED, AND THE NAMES AND TELEPHONE NUMBERS OF POINTS OF CONTACT BE PROVIDED SO THAT FINAL PREPARATION MAY BE MADE. WASHINGTON POINT OF CONTACT FOR THIS VISIT IS GEORGE W. PATRICK, DIRECTOR, OFFICE OF INTERNATIONAL AFFAIRS, FEMA, TELEPHONE (202) 287-0420. DAM

CONFIDENTIAL

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C O N F I D E N T I A L

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E.O. 12356: N/A
TAGS: OTRA (GIUFFRIDA, LOUIS O.)
SUBJECT: VISIT OF FEMA DIRECTOR GIUFFRIDA TO ROME

REF: A) ROME 28257, B) STATE 340622 340622

1. LOU - ENTIRE TEXT.

2. THE MINISTRY OF INTERIOR'S DIRECTOR FOR CIVIL PROTECTION, MINISTER GOMEZ Y PALOMA, CONFIRMS THAT THE PERIOD MARCH 29 - APRIL 3 (INCLUSIVE) IS ACCEPTABLE.

3. DIRECTOR GIUFFRIDA'S VISIT SHOULD ALSO INCLUDE A MEETING AT THE MINISTRY FOR CIVIL PROTECTION WITH CABINET MINISTER SCOTTI, WHICH WE WILL ENDEAVOR TO ARRANGE. IF DIRECTOR GIUFFRIDA HAS SPECIFIC DESIRES FOR HIS VISIT TO ROME, PLEASE ADVISE. HOLMES
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ROUTINE - C O N F I D E N T I A L -

CONFIDENTIAL

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ROUTINE

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INFO RUEHC/SECSTATE WASHDC 8287
BT
C O N F I D E N T I A L

LIMITED OFFICIAL USE ROME 01731

E.O. 12356: N/A
TAGS: OTRA (GIUFFRIDA, LOUIS O.)
SUBJECT: VISIT OF FEMA DIRECTOR GIUFFRIDA TO ROME,
MARCH 29 - APRIL 3, 1984

REF: ROME 53, B) 83 STATE 349622, C) 83 ROME 28287

1. LOU - ENTIRE TEXT

2. THE OFFICE OF THE DIRECTOR OF CIVIL PROTECTION, PREFECT GOMEZ Y PALOMA, HAS CALLED US TO EXTEND GOMEZ' INVITATION TO DIRECTOR AND MRS. GIUFFRIDA TO SPEND A WEEKEND WITH HIM AT HIS COUNTRY HOME DURING GIUFFRIDA'S VISIT HERE IN MARCH. GOMEZ INVITES GIUFFRIDA TO VISIT HIS HOME, LOCATED ON A FARM IN TUSCANY (GROSSETO PROVINCE) FROM THE AFTERNOON OF FRIDAY, MARCH 30 TO THE AFTERNOON OF SUNDAY, APRIL 1. GOMEZ' OFFICE SAID THAT IT SHOULD BE POSSIBLE FOR THE GIUFFRIDAS ALSO TO VISIT SIENA OR FLORENCE OVER THE WEEKEND. TRAVEL FROM GOMEZ' FARM WOULD BE ARRANGED BY HELICOPTER.

3. IN ADDITION TO GOMEZ, GIUFFRIDA WILL ALSO WANT TO TRY TO SEE GENERAL MISSORI AT THE MINISTRY OF DEFENSE CIVIL DEFENSE CENTER, AND MINISTER FOR CIVIL PROTECTION SCOTTI DURING HIS VISIT. WE HAVE NOT YET BEGUN DISCUSSION OF HIS SCHEDULE WITH THE ITALIANS, BUT THERE SHOULD BE ENOUGH TIME REMAINING TO FIT IN THE OTHER CALLS IN THE EVENT GIUFFRIDA ACCEPTS GOMEZ' INVITATION.

4. PLEASE ADVISE. EMBASSY CONTROL OFFICER IS POL/MIL OFFICER JAMES CUNNINGHAM, PHONE 4674, EXTENSION 163.

RABB
BT
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מדינת ישראל
STATE OF ISRAEL
MINISTRY OF DEFENCE

ACTING CHAIRMAN OF THE SUPREME
NATIONAL EMERGENCY ECONOMY BOARD

Tel-Aviv, December 16, 1983

Mr. Louis O. Giuffrida
Director of Federal Emergency Management Agency
Washington D.C. 20472
U.S.A.

Dear Mr. Giuffrida,

Upon returning from my short visit in Washington in Nov. 1982, we feel that there are various topics in the field of Economic Defence which are common in the planning of our two countries.

We think that it will be of mutual benefit and importance to have an exchange of ideas and views with you on the methods of operating industry, production and vital services as well as population evacuation during emergency.

I have the honor to invite you and your wife officially to visit the State of Israel as guests of the Israeli Supreme National Emergency Economy Board, headed by the Israeli Minister of Defense Prof. Moshe Arens. We suggest that you visit Israel during the first half of the month of April 1984.

During your visit we hope to have the opportunity to discuss common subjects and to present to you the organization and preparation for times of emergency including the forming up of local councils.

Looking forward to hear from you soon,

Sincerely,

M. Gat.

Moshe Gat

CONFIDENTIAL

1 1 291555Z NOV 83 OO

FEMA WASHDC//IF(PATRICK)//

DEPT OF STATE WASHDC//EUR-RPM(KISH)//

CONFIDENTIAL

SUBJECT: INVITATION FROM THE GOVERNMENT OF ITALY TO THE DIRECTOR, FEDERAL EMERGENCY MANAGEMENT AGENCY

REQUEST THE DEPARTMENT PASS THE FOLLOWING MESSAGE TO AMEMBASSY ROME:

ACTION: AMEMBASSY ROME

INFO: FEMA WASHDC

REF: ROME 28257, DTG 231853Z NOV 83

SUBJECT: INVITATION FROM THE GOI TO THE DIRECTOR FEMA TO VISIT ITALY

1. THE HONORABLE AND MRS. LOUIS O. GIUFFRIDA ACCEPT THE KIND INVITATION OF THE MINISTRY OF INTERIOR DIRECTOR GENERAL FOR CIVIL PROTECTION, GOMEZ Y PALOMA, TO VISIT ROME IN THE SPRING, 1984.

2. SINCE THE PLENARY MEETING OF NATO'S SENIOR CIVIL EMERGENCY PLANNING COMMITTEE WILL CONVENE ON 28 MARCH AND AGAIN ON 29 MARCH, IT IS ANTICIPATED THAT A VISIT TO ROME MIGHT BE ARRANGED DURING THE PERIOD, P.M. 29 MARCH THROUGH 3 APRIL. IF THIS PERIOD IS ACCEPTABLE, PLEASE ADVISE.

XXX

DECLAS OADR

George H. Patrick III, Director
IF -- 287-0410 -- 11/29/83

George H. Patrick III, Director
IF -- 287-0420 -- 11/29/83

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Department of State TELEGRAM

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E.O. 12356DECL: OADR
TAGS: OTRA
SUBJECT: INVITATION FROM THE GOI TO THE DIRECTOR FEMA TO VISIT ITALY

REF: ROME 28257, DTG 231853Z NOV 83

1. THE HONORABLE ANDMRS. LOUIS O GUIFFRIDA ACCEPT THE KINN INVITATION OF THE MINISTRY OF INTERIOR DIRECTOR GENERAL FOR CIVIL PROTECTION, GOMEZ Y. PALOMA, TO VISIT ROME IN THE SPRING, 1984.

2. SINCE THE PLENARY MEETING OF NATO'S SENIOR CIVIL EMERGENCY PLANNING COMMITTEE WILL CONVENE ON 28 MARCH AND AGAIN ON 29 MARCH, IT IS ANTICIPATED THAT A VISIT TO ROME MIGHT BE ARRANGED DURING THE PERIOD FROM THE AFTERNOON OF 29 MARCH THROUGH 3 APRIL. IF THIS PERIOD IS ACCEPTABLE, PLEASE ADVISE. SHULTZ

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Department of State TELEGRAM

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PAGE 01 STATE 340623
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CONFIDENTIAL STATE 340623

E.O. 12356 DECL: OADR
TAGS: OTRA, CEP
SUBJECT: INVITATION TO THE DIRECTOR OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY BY THE GOVERNMENT OF ISRAEL

1. CONFIDENTIAL - ENTIRE TEXT)

2. EMBASSY TEL AVIV PLEASE PASS TO: MR. MOSHE GAT, ACTING CHAIRMAN OF THE SUPREME NATIONAL EMERGENCY ECONOMY BOARD, MINISTRY OF DEFENSE, HAKIRYA, TEL AVIV 61909, ISRAEL.
TEL: (03) 212-686.
DEAR MR. GAT:
THIS MESSAGE IS IN RESPONSE TO YOUR RECENT LETTER TO THE MILITARY ATTACHE OF THE ISRAELI EMBASSY IN WASHINGTON, DC CONCERNING YOUR GOVERNMENT'S KIND INVITATION TO THE HONORABLE AND MRS. LOUIS O. GUIFFRIDA TO VISIT YOUR COUNTRY AS THE GUESTS OF THE SUPREME NAT-ONAL EMERGENCY ECONOMY BOARR. THE DATES AVAILABLE FOR THIS VISIT WOULD BE FROM THE 4TH TO THE 7TH OF APRIL, 1984. I HOPE THESE DATES MEET WITH YOUR APPROVAL. AWAITING FURTHER INFORMATION FROM YOUR OFFICE.
SINCERELY,
(SIGNED) GEORGE H. PATRICK III,
DIRECTOR
OFFICE OF INTERNATIONAL AFFAIRS

FEDERAL EMERGENCY MANAGEMENT AGENCY
500 C STREET, S.W.
WASHINGTON, D.C. 20472 SHULTZ

DEC 1983 14

CONFIDENTIAL

מדינת ישראל
STATE OF ISRAEL
MINISTRY OF DEFENCE

ACTING CHAIRMAN OF THE SUPREME
NATIONAL EMERGENCY ECONOMY BOARD

Tel-Aviv, November 4, 1983

Mr. Louis O. Giuffrida
Director
Federal Emergency Management Agency
Washington, D.C. 20472
U.S.A.

Dear Mr. Giuffrida,

The Military Attache at the Israel Embassy in Washington will forward to you within a few days, an official invitation to visit Israel as a guest of the Supreme National Emergency Economy Board.

We shall be very pleased to welcome you and to present to you our emergency organization and the preparations made by us in time of quiet, including exercises carried out in the local councils.

As soon as we know the date and period of your stay in Israel, we shall send you a draft of the program of the visit.

Looking forward to seeing you soon, I am,

Yours sincerely,

M. Gat.

Moshe Gat

P.S. To my deep regret, I have not received to this day your letter dated September 22, and relating to your wish to visit Israel in February 1984.

I have been informed about it a short while ago, from Mr. Ziv who called me. I have received from him a copy of your letter. This explains the delay in our dealing with the matter.

Office of the Director
Federal Emergency Management Agency
Washington D.C. 20472

September 22, 1983

Mr. Moshe Gat
Acting Chairman of the Supreme
National Emergency Economy Board
Ministry of Defence
Hakirya
Tel-Aviv 61909
Israel

Dear Mr. Gat:

For the past 2½ years, I have been trying to adjust my schedule s that I can pay an official visit to Israel to discuss civil defen radiological emergency preparedness, and other areas of interest both our countries. I am now considering February 1984 in conjun tion with the NATO meetings.

When you were in my office, you indicated that you would have the Israeli Government make an official request for my visit through our Embassy in Israel. If I am to meet a February schedule, the request to our Embassy needs to be made with the least possible delay.

I would plan to spend a week in Israel and would defer to the Israeli Government to suggest an appropriate itinerary which, at some point, would include visits to Bethlehem and Jerusalem.

I am sending a copy of this letter to Messrs. Ziv and Tadmor (of the Israel Atomic Energy Commission), whom I assume you know since they, too, are interested in having me visit your country.

My Director of International Affairs, George Patrick, will be in contact with you regarding the details of such a visit.

I look forward to hearing from you soon.

Sincerely,

Louis O. Giuffrida
Director

cc:
Ami Ziv
Jacob Tadmor

August 31, 1983

Honorable Louis O. Giuffrida
Director, Federal Emergency Management Agency
500 C Street S.W.
Washington D.C. 20472
U.S.A.

Dear General Giuffrida,

I recall with pleasure our meeting of April 14, 1983, during which you told me that you are planning to visit Israel some time during October 1983.

I do understand that it will be a private visit and I hate to interfere with your plans. However, as I told you during my visit in U.S.A., we started recently a rather aggressive research program in the field of civil defense and I am sure that there are matters of mutual interest that could be discussed during your visit in Israel.

Therefore, personally and also other people of the Atomic Energy Commission would be very much interested to meet you, if possible during your visit in Israel.

If it suits you, I would like to invite you to visit us and if it is convenient for you, we would like to hear from you an introductory lecture on the Civil Defense Program in U.S.A. and then discuss matters of mutual interest.

I do hope that you will be able to find some time to spend with us and I am looking forward to hearing from you.

Sincerely yours,-

Jacob Tadmor
Professor

cc. Mr. Yshai Levanon, Head, Dept. of Applied Mathematics and Physics.

bcc:
International Affairs
FEMA CF(2)
FEMA RF
Exec. Asst.
NETC Asst. Dir.
NETC Reading
PA Central
PC&L Central
PC&L Chron
FEMA/NETC/PA/PC&L/T.Berrey/lsc/5/3/83/FTS 652-6204

MAY 23 1983

Mr. Moshe Gat
Acting Chairman of the Supreme
National Emergency Economy Board
Ministry of Defense
Hakirya
Tel-Aviv 61909
Israel

Dear Mr. Gat:

I am in receipt of the materials which you forwarded to the Director of the Federal Emergency Management Agency, Louis O. Giuffrida, and a copy of your letter to him of April 12, 1983.

The following are some of the functions going on at the National Emergency Training Center (NETC) during August and September which could be of interest to you.

At the Emergency Management Institute (EMI) during the week of August 22, we will have a National Security Seminar for senior professional emergency program manggers and on the following week of August 29, there will be a Graduate Seminar on Contemporary Issues again for senior emergency managers. On September 12-16, there will be a dynamic Emergency Management course at EMI. At the National Fire Academy (NFA) there will be a broad range of courses in session that might be of interest to you, for example an Executive Development course.

At all times there are other courses in session with the exception of September 2-11, when both institutes close for the Labor Day holiday week. In addition the staff of our National Emergency Training Center will be available to discuss issues that may be of specific interest to you.

If we can assist in any way to facilitate your visit while at the National Emergency Training Center, please have your liaison person contact Mr. John Bex for final arrangements.

Sincerely,

(Signed) Fred J. Villella

Fred J. Villella
Associate Director
for Training and Fire Programs

Office of the Director
Federal Emergency Management Agency
Washington D.C. 20472

April 12, 1983

Mr. Moshe Cat
Acting Chairman of the Supreme
National Emergency Economy Board
Ministry of Defence
Hakirya
Tel-Aviv 61909
Israel

Dear Mr. Cat:

Thank you for your letter of February 1, 1983, and for the information on Haga. I have forwarded this material to the Honorable Fred J. Villella, who is my Associate Director in charge of the National Emergency Training Center, for his continuing review.

I would be very happy to visit Israel and have started to examine my schedule for the period of October and November to see if such a visit can be accommodated.

As to your reviewing our National Emergency Training Center, we would welcome your visit. I request that you contact the American Embassy since all foreign visits are coordinated through our State Department.

My niece, Deborah, is married to Samuel Appel, M.D., and they live at:

Abarbanel 38/37
Beersheba 84759
Israel

and their telephone number is 5743797.

This is our annual budget time; and I am, therefore, deeply involved in meetings with senators and congressmen and must get back to my round of meetings. I look forward to hearing from you.

Sincerely,

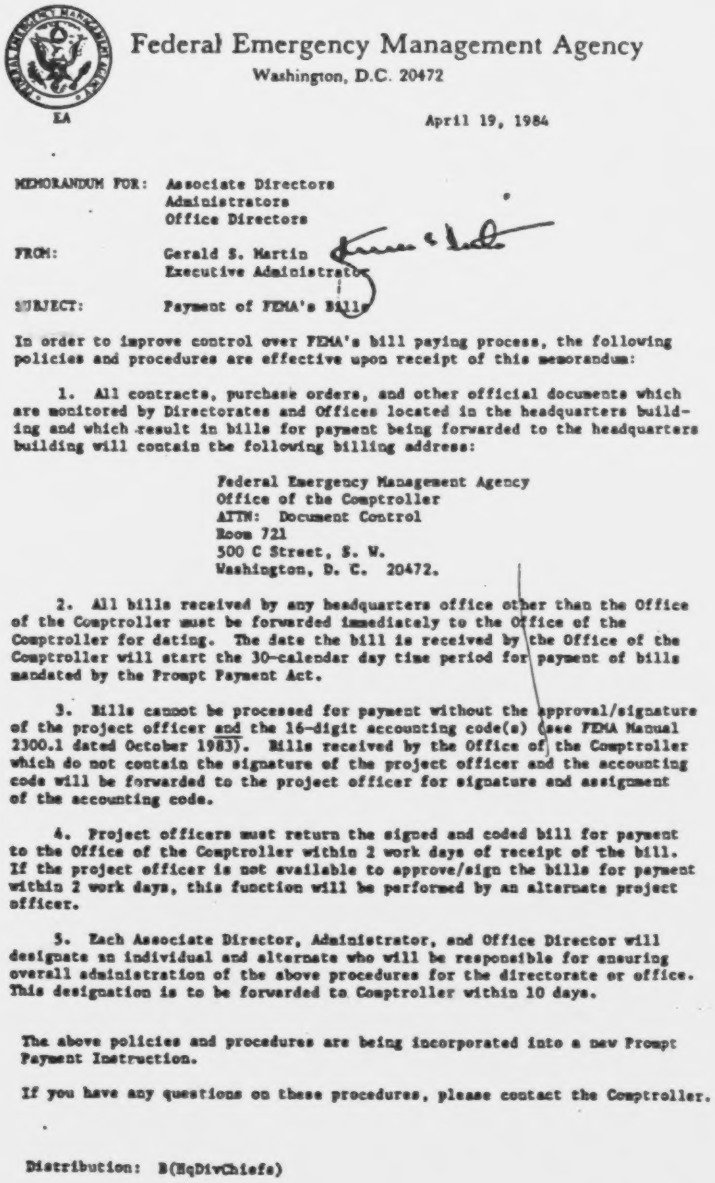
L O Giuffrida

Louis O. Giuffrida
Director

bcc: International Affairs

APPENDIX G

Memorandum of April 19, 1984, From Gerald Martin Re Payment of FEMA's bills



Federal Emergency Management Agency
Washington, D.C. 20472

EA

April 19, 1984

MEMORANDUM FOR: Associate Directors
Administrators
Office Directors

FROM: Gerald S. Martin
Executive Administrator

SUBJECT: Payment of FEMA's Bills

In order to improve control over FEMA's bill paying process, the following policies and procedures are effective upon receipt of this memorandum:

1. All contracts, purchase orders, and other official documents which are monitored by Directorates and Offices located in the headquarters building and which result in bills for payment being forwarded to the headquarters building will contain the following billing address:

Federal Emergency Management Agency
Office of the Comptroller
ATTN: Document Control
Room 721
500 C Street, S. W.
Washington, D. C. 20472.

2. All bills received by any headquarters office other than the Office of the Comptroller must be forwarded immediately to the Office of the Comptroller for dating. The date the bill is received by the Office of the Comptroller will start the 30-calendar day time period for payment of bills mandated by the Prompt Payment Act.

3. Bills cannot be processed for payment without the approval/signature of the project officer and the 16-digit accounting code(s) (see FEMA Manual 2300.1 dated October 1983). Bills received by the Office of the Comptroller which do not contain the signature of the project officer and the accounting code will be forwarded to the project officer for signature and assignment of the accounting code.

4. Project officers must return the signed and coded bill for payment to the Office of the Comptroller within 2 work days of receipt of the bill. If the project officer is not available to approve/sign the bills for payment within 2 work days, this function will be performed by an alternate project officer.

5. Each Associate Director, Administrator, and Office Director will designate an individual and alternate who will be responsible for ensuring overall administration of the above procedures for the directorate or office. This designation is to be forwarded to Comptroller within 10 days.

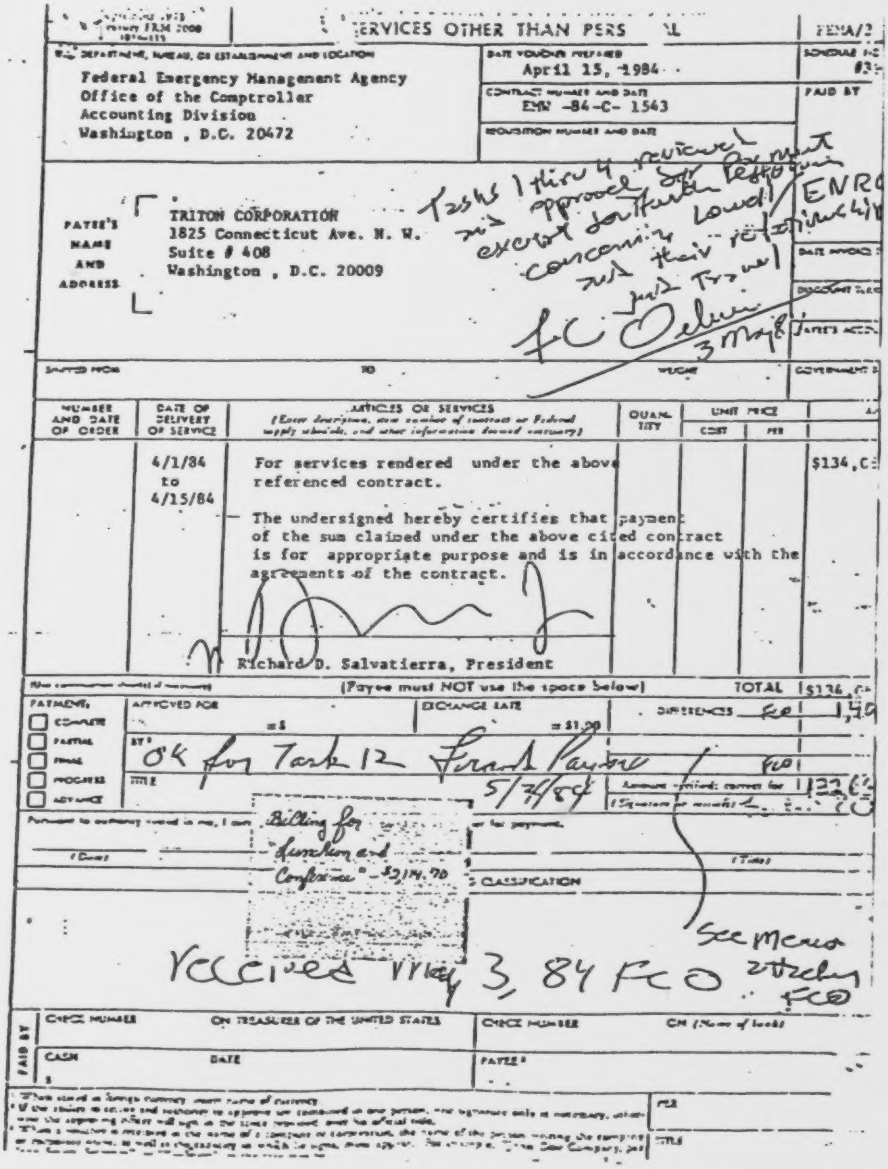
The above policies and procedures are being incorporated into a new Prompt Payment Instruction.

If you have any questions on these procedures, please contact the Comptroller.

Distribution: B(HqDivChiefs)

APPENDIX H

EXPERT FROM TRITON VOUCHER DATED APRIL 15, 1984



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SERVICES OTHER THAN PERS… L

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DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

Federal Emergency Management Agency
Office of the Comptroller
Accounting Division
Washington , D.C. 20472

DATE VOUCHER PREPARED: April 15, 1984

SCHEDULE NO.

CONTRACT NUMBER AND DATE: EMW -84-C- 1543

PAID BY

REQUISITION NUMBER AND DATE

PAYEE'S NAME AND ADDRESS

TRITON CORPORATION
1825 Connecticut Ave. N. W.
Suite # 408
Washington , D.C. 20009

Tasks 1 thru 4 reviewed and approved for payment except for further response concerning lunch/ENRO and their relationship and travel

F C Oelson
3 May 84

DATE INVOICE

DISCOUNT TERMS

PAYEE'S ACCOUNT

SHIPPED FROM | TO | WEIGHT | GOVERNMENT B/L

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE COST	UNIT PRICE PER	AMOUNT
	4/1/84 to 4/15/84	For services rendered under the above referenced contract. The undersigned hereby certifies that payment of the sum claimed under the above cited contract is for appropriate purpose and is in accordance with the agreements of the contract. Richard D. Salvatierra, President				$134,C

(Payee must NOT use the space below) TOTAL $134,C

PAYMENT:
☐ COMPLETE
☐ PARTIAL
☐ FINAL
☐ PROGRESS
☐ ADVANCE

APPROVED FOR = $

EXCHANGE RATE = $1.00

DIFFERENCES FCO 1,49

BY: OK for Task 12 Frank Payne FCO

TITLE 5/7/84

Amount verified; correct for 122,

Pursuant to authority vested in me, I certify … for payment.

(Date) (Title)

Billing for "Luncheon and Conference" – $2,114.70

CLASSIFICATION

See memo attached FCO

received May 3, 84 FCO

PAID BY

CHECK NUMBER | ON TREASURER OF THE UNITED STATES | CHECK NUMBER | ON (Name of bank)

CASH $ | DATE | PAYEE

PER

TITLE

SUBCONTRACTORS

L. R. Johnston Association	$4,932.00	Task 2
The International City Manage Association	(5,001.62)	Task 3
University of Lowell Research Foundation	11,311.88	Task 4
Defense Systems Inc.	2,383.33	Task 10
ENRG Inc.	5,704.50	Task 2
Total	$ 19,330.09	

where i
their
Trz

OTHER DIRECT COST

Temporary Help	$ 752.93
Equipment Rental	405.66
Supplies	9.45
Telephone	22.15
Recruitment	33.75
Messanger & Delivery	199.50
Luncheon & Conference	→ 2114.70 ←
Typing Services	1169.50
Printing	462.50
Editing Video	68.90
Total	$ 5,239.04